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IUP and the Student Cooperative Association reserves the right to repeal, change or amend the rules and regulations contained in this bulletin at any time. Tuition and fees are also subject to change.

IUP is accredited by the Middle States Association of Colleges and Secondary Schools, the National Council for Accreditation of Teacher Education, the National League of Nursing, the American Home Economics Association, the American Chemical Society, and the National Association of Schools of Music. It is a member of the Council of Graduate Schools of the United States, the Northeast Association of Graduate Schools, the Midwest Association of Graduate Schools, and the Pennsylvania Association of Graduate Schools.

IUP is committed to providing leadership in taking affirmative action to attain equal educational and employment rights to all persons, without regard to race, religion, national origin, ancestry, sex, physical handicap, or affectational or life-style preference. This policy is placed in this document in accordance with state and federal laws including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973 as well as federal and state executive orders. This policy extends to disabled veterans and veterans of the Vietnam era. Please direct inquiries concerning equal opportunity to: Assistant Provost, 215-A John Sutton Hall, Indiana University of Pennsylvania, Indiana, PA 15705.

THE EYE

IUP STUDENT HANDBOOK

1984/1985



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I NTRODUCTION

UNIVERSITY FACTS AND HISTORY

BRANCH CAMPUSES

PURPOSE

ACADEMIC CALENDAR

WHERE TO FIND THE ANSWERS

UNIVERSITY FACTS AND HISTORY

LOCATION: Indiana, Pennsylvania —
in western central area
of the state

FOUNDED: 1875 as a private normal
school with 225 students

INTERIM PRESIDENT: Dr. John D. Welty

ENROLLMENT: 12,560

EDUCATION OFFERINGS:

Associate of Arts

Bachelor of Arts

Bachelor of Science

Bachelor of Science in Education

Bachelor of Fine Arts

Master of Arts

Master of Business Administration

Master of Science

Master of Education

Professional Growth Master Degree

Psy.D. in Psychology

Ph.D. in English

Dr. Ed. in Elementary Education

D.Ed. in Counselor Education

FACULTY: Totals approximately
695 members, the majority of
whom are full time

SCHOOL COLORS: Maroon and Slate

NICKNAME: The Indians

BRANCH CAMPUSES: Punxsutawney, 28 miles
north of the Indiana
campus
Kittanning, 28 miles
west of the Indiana
campus

BRANCH CAMPUSES

IUP operates two branch campuses. The first branch was established in September 1962 in Punxsutawney. The following year the Armstrong County Campus in Kittanning was opened. Approximately 280 students are enrolled at the Punxsutawney Campus and 500 students at the Armstrong County Campus. Both campuses have University faculty members who teach full time at the branch campuses. To meet special curriculum needs, other faculty from the main campus travel to the branch campuses. The branches provide one or two full years of University work which, if satisfactory, is transferrable to the main campus of IUP or to other accredited colleges. In addition, students may enroll in Associate of Arts programs in Business or Criminology at the Punxsutawney Campus.

PURPOSE

IUP has as its purpose the attempt to fulfill that primary purpose of education as stated by Alfred North Whitehead: "It must stimulate and guide student self-development." This is in order for the student to learn how to make a living and how to live. The intellectual climate helps develop the students' mental discipline and their contacts help to stimulate their imagination, extend their tolerance, and enable them to make critical and independent judgments and mature decisions. The motivated student is challenged by being offered a broad perspective in many curricula and yet given the opportunity to study in depth a particular interest. Believing that self-education is also a most important aspect of any education, the faculty tries to give students both the ability and the desire to teach themselves.

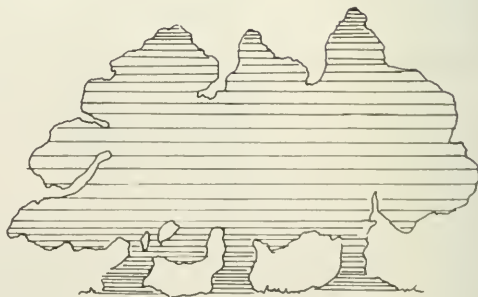
ACADEMIC CALENDAR 1984-85

FALL SEMESTER 1984

Registration	Tuesday, September 4
Classes begin	Wednesday, September 5
Thanksgiving recess begins at close of day classes	Tuesday, November 20
Classes resume at 8:00 a.m.	Monday, November 26
Final Examinations	December 17-22

SPRING SEMESTER 1985

Registration	Monday, January 14
Classes begin	Tuesday, January 15
Spring recess begins at close of day classes	Saturday, March 9
Classes resume at 8:00 a.m.	Monday, March 18
Easter	Sunday, April 7
NO CLASSES	Monday, April 8
MONDAY CLASSES HELD	Tuesday, April 9
Reading Day	Wednesday, May 1
Final Examinations	May 2-10
Commencement	Saturday, May 11



WHERE TO FIND THE ANSWERS

SUBJECT

Add a course
Cash a check
Change of address
Changing cars and need a new parking sticker
Drop a course
Final Exam Schedule
Financial Aid
Food Service
Fraternities
Graduating
Graduate School application
Health Problems/Illness
I-Card replacement
Intramurals
Job on campus
Judicial/Disciplinary problems
Legal Services
Lost or Found
Notary Public Service
Off Campus Housing
Parking ticket
Personal problems
Placement/Career Planning
Room Changes
Solicitation permits
Student Government
Student Organizations
Sororities
Transcript
Veteran with a problem

WHO/WHERE

Department Chairs Office - Scheduling Center/G-8D Sutton Hall- X2652
National Bank of the Commonwealth/Student Union - 349-4160
Registrar's Office/G-8A Sutton Hall - X2216
Campus Police/1st floor Sutton Hall - X2141

Department Chairs Office Scheduling Center/G-8D Sutton Hall - X2652
The Penn - (will be published in newspaper)
Financial Aid Office/308 Pratt Hall - X2218
Housing & Residence Life/G-14 Sutton Hall - X2696
Student Activities & Organizations/104 Pratt Hall - X2598
College Dean
The Graduate School/128 Stright Hall - X2222
Pechan Health Center - X2550
Student Union Information Desk - X2592
Intramural Office/101 Memorial Field House - X2757
Financial Aid Office/308 Pratt Hall - X2218
Judicial Affairs/212 Sutton Hall - X2430
Student Legal Services/209A Pratt Hall - X4410
Campus Police/1st floor Sutton Hall - X2141
Student Union Information Desk - X2592
Housing & Residence Life/G-14 Sutton Hall - X2696
Campus Police/1st floor Sutton Hall - X2141
Center for Student Development/119 Clark Hall - X2621
Career Services/302 Pratt Hall - X2234
Housing & Residence Life/G-14 Sutton Hall - X2696
Vice President for Student and University Affairs/212 Sutton Hall-X2220
Student Government Association/109 Pratt Hall - X2544
Student Activities & Organizations/102 Pratt Hall - X2315
Student Activities and Organizations/104 Pratt Hall - X2598
Registrar's Office/G-8A Sutton Hall - X2216
Veteran's Affairs/302 Pratt Hall - X3009

A ACADEMIC AFFAIRS

GENERAL ACADEMIC INFORMATION WITHDRAWALS LIBRARY FACILITIES GENERAL ACADEMIC INFORMATION

GENERAL ACADEMIC INFORMATION

ACADEMIC DISMISSAL

Academic dismissal shall be by the Dean of the College in which the student is enrolled, with notification to the Registrar, Vice President for Student and University Affairs, the Vice President for Finance, the student's advisor, and the veterans' counselor, if the student is a veteran.

ACADEMIC GRIEVANCES

In general, if a student feels that he/she has been treated unfairly by an instructor (this will refer principally to grading policy, but very occasionally may include genuine disagreement in class participation) he/she must try to resolve the problem first with the instructor. If the student is not satisfied with the results, he/she must speak with the chairperson of the department to which he/she is appealing. If still dissatisfied, he/she must discuss the matter with the Dean of the College in question. It is recommended that each student read the IUP Grade Review Policy in the Academic section of Policies for specific information on grade appeals.

ADVANCED PLACEMENT, EXEMPTION CREDIT BY EXAMINATION

Information about the testing programs used for advanced placement, exemption and credit by examination is available from the Academic Services and Testing Center, G-30 Sutton Hall. Specific information regarding advanced placement, exemption, credit by examination, may be found in the Undergraduate Catalog.

ADVISORY SYSTEM

The objective of the advisory system is to provide an opportunity for each student to discuss problems relative to the scholastic work with an instructor in his/her major field. Each student is assigned a faculty advisor by the chairperson of the major department enrolled. To find your advisor, check with your departmental office. A student may consult the advisor throughout his/her program at the University at times posted by the advisor each semester.

CHANGING CURRICULUM

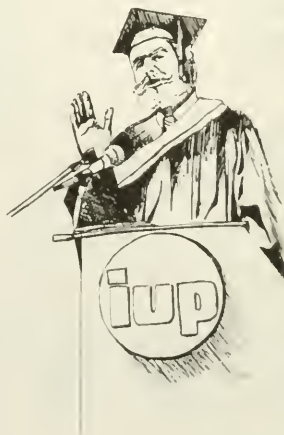
To obtain a change in curriculum, the student obtains an application form in the office of the Dean of the College into which he/she plans to transfer. Changes are processed as they occur.

CLASS ATTENDANCE

Class attendance and class participation beyond mere physical presence are essential for maximum educational advantage and are strongly encouraged. Responsibility for all course material rests entirely with the student, whether or not he/she attends each class. Class attendance, per se, shall not be used as a basis for awarding or altering a grade in a course. This applies to freshmen through senior class levels. The exceptions this policy apply to are students enrolled in ED 100, EN 100, MA 100 and elementary foreign languages (levels I and II). These students are permitted a maximum of three unexcused absences during the semester. At the discretion of the individual instructor, more than three unexcused absences could result in a grade penalty, up to and including failure in the course. Also excluded from optional class attendance are students in the advanced courses of the ROTC program.

Course grade will be based on such factors as class preparation, class participation, skill development, effectiveness of oral presentations and/or written reports, quiz grades and test and final examination scores. It is the prerogative of the instructor to administer unannounced quizzes as part of the student evaluation process and to pass judgment on the merits of all cases involving late class submissions and class requirements missed by the students.

All students are required to attend class at the opening of semester in order to stabilize enrollments and class rosters.



CUMULATIVE AVERAGE

To figure your cumulative average, please review the example below.

Course	Semester Hours	Grades	Quality Points
English 102	3	D	3
Biology 103 (repeat)	4	C	8
Spanish II	3	B	9
Intro to Art	3	B	9
Physical Education	1	B	3
	14		32

QUALITY POINT AVERAGE

Quality Points	32
Semester Hours	14

$$= 2.28$$

University rulings require a cumulative average of 2.0 to remain with the University in good standing. Freshmen are the exception and may complete their first year with an overall 1.8 average at the end of the spring semester. Failure to obtain the required QPA will result in dismissal. For more information, please read the Academic Standards Policy in the Academic section of policies.

EXAMINATIONS

Examinations are the major means of evaluation of a student's comprehension and work in a course. The number and type of exams is determined individually by each professor, but a final examination during a specified period at the end of each semester is required by University policy.

The type of tests vary from essays to oral exams, but many are the objective type - multiple choice, matching, true and false, etc.. Many are scored by the computer.

The number of tests are as varied as the types. Most professors like to give three or four throughout the semester. Others prefer many small quizzes to fewer comprehensive exams and pop-quizzes.

FEES

Information concerning fees may be found in the Undergraduate Catalog and are subject to change without notice.

GRADING SYSTEM AND QUALITY POINTS

Detailed information on the grading system and quality points may be found in the Undergraduate Catalog, as well as academic policies.

GRADUATION DATES

Although graduation occurs three times a year - in December, May and August, commencement exercises are held only in May. Students meeting the requirements for graduation are alerted through the Daily Bulletins, College Deans, and The Penn. Students must apply for graduation through the appropriate College Dean who will assure that all requirements are met.

STUDY ABROAD PROGRAM

IUP is the only school in the state of Pennsylvania that participates in both the National and International Student Exchange program. These programs permit IUP students to study for a semester or year at other schools for no additional cost except travel. Over 100 different locations and programs are available. Consult the Undergraduate Catalog for information or pick up brochures at the Center for International studies, Keith Hall Annex.

PASS-FAIL POLICY

Please refer to the Academic section of Policies.

REGISTRAR

Services such as obtaining transcripts, adjusting addresses, checking grades and schedules are available through this office located in G-8A Sutton Hall, Ext. 2216, 2217, or in the office of the Associate Registrar for Scheduling, G-8C Sutton Hall, Ext. 2652, 2653.

Students may obtain official transcripts (costs \$2.00 per transcript) by applying in writing to:

IUP
TRANSCRIPT OFFICE, G-8A SUTTON HALL
INDIANA, PA 15705
PHONE: 412/357-2216, 2217

SATISFACTORY PROGRESS

At IUP, a student is considered to be making satisfactory progress when he/she is permitted to enroll in credit-bearing classes in a curriculum leading to a degree or certificate. Such continued enrollment is subject to the academic policies of the institution.

SUMMER SESSIONS

The summer program at IUP is designed to meet the needs of many students. Courses, workshops, seminars, and study tours are offered in various colleges of the University and in numerous fields of study.

Summer sessions are recommended for students who are deficient in quality points for an overall C average in their completed work at the University, as a C average or better is necessary for continuation in the University.

Those who plan to attend summer sessions will be asked to fill out a pre-registration card in the spring. It is possible to register for classes as late as the day a session begins. However, during registration, students who have pre-registered schedule classes before walk-ins.

Write to the Registrar after March 1 for a special brochure indicating courses and activities in the summer session.

TRANSFER OF CREDITS

Those students who plan to enroll in another institution should make arrangements with the Registrar to see that all their records are forwarded.

Transfer credits from other institutions are evaluated through Academic Services and Testing Center, G-30 Sutton Hall, and the Dean of the College which the student wishes to enter.

IUP students who plan to take course work from another institution must have prior approval before taking the course. Forms are available in G-30 Sutton Hall and College Deans' Offices.

WITHDRAWALS

INDIVIDUAL COURSE

WITHDRAWAL-UNDERGRADUATE

During the fall, spring and summer sessions, students are permitted to withdraw from a course with a grade of "W" up to the midpoint of the course. Faculty are required to inform students of their standing in class prior to the midpoint of the course.

After the close of the prescribed withdrawal period, a student may withdraw from a course only with the approval of his/her advisor, department chairperson, and College Dean (in that order), for such reasons as illness, accident or extreme personal problems. Such withdrawal may occur no later than one week before the beginning of final examinations.

For all discrete course withdrawals, the student must complete a course withdrawal form, available in department offices. This form must be signed by both the student and the instructor.

If a student fails to complete the requirements for a course but has not formally processed a withdrawal as described above, and if the instructor does not receive notice of withdrawal from the University, the instructor shall note in his/her course records the student's last attendance date and/or other student activity and assign an "F" in the course.

INDIVIDUAL COURSE

WITHDRAWAL-GRADUATE

Graduate students may request authorization to withdraw from a graduate course without prejudice and with a grade of "W" by petitioning the graduate dean in writing by the midpoint of the course as determined by the published University calendar. The request may carry the endorsement of both the course instructor and the student's department chairperson or graduate studies coordinator, in that order. Graduate students wishing to withdraw from an undergraduate course within the prescribed time period must do so by processing the standard undergraduate discrete course withdrawal form.

Following the close of the established withdrawal period, a graduate student may withdraw from a course, either graduate or undergraduate, without penalty only with the written approval of his/her department chairperson or graduate studies coordinator and the graduate dean (in that order) for such reason as accident, severe illness or extreme personal disturbance. A student dropping a course under any other circumstances will automatically receive an "F" at the end of the semester or summer term.

INVOLUNTARY WITHDRAWAL POLICY

Please refer to the Campus Rules and Regulations section of Policies.

TOTAL UNIVERSITY WITHDRAWAL

General Procedure: Any undergraduate student withdrawing from the University during a semester or summer session should process an official withdrawal form from the Development Center, 114 Clark Hall.

The student will clear with the appropriate offices listed on the form, securing signatures as evidence of the clearance. The withdrawal form will then be returned to the Development Center. Official notification of withdrawal from classes will be sent to each instructor by the Dean of the College involved. No person shall be considered withdrawn from the University until such notice is received.

UNIVERSITY REFUND POLICY

Please refer to Campus Rules and Regulations section of Policies.

WITHDRAWAL GRADING POLICY

Please refer to the Academic section of Policies.

WITHDRAWAL POLICIES

Please refer to the Campus Rules and Regulations section of Policies.

LIBRARY FACILITIES

LIBRARY AND MEDIA RESOURCES

The University libraries contain over 540,000 volumes. The holdings in the main library, located in the Stapleton and Stabley buildings, include 370,000 volumes of books, 23,000 in the special collections, 75,000 volumes of periodicals, 1,500,000 units of microfilm, 10,000 phonograph records, 1,000 video tapes, 2,000 films, 11,000 filmstrips, 50,000 slides, 4,000 cassettes, and 250,000 government documents.

Graduate students and faculty doing research may apply for interlibrary loans to supplement the library's holdings. Faculty may request films from our rental sources.

Media Resource facilities and collection are currently divided between two buildings. On the second floor of Stabley, media materials are available for viewing, listening and borrowing. Currently on the lower floor of Davis, Media Resources provide production or photographic materials, overhead transparencies, graphic illustrations, audio and video recordings and equipment lending. The contents of the Resources area are listed in the card catalog in the Media Resources Center on the second floor of Stabley.

Additional libraries are found at Armstrong and Punxsutawney Centers; some University departments maintain small reading rooms within each respective department.



LIBRARY POLICY

Please refer to the Campus Rules and Regulations section of Policies.

MEDIA RESOURCES - DAVIS HALL (357-2460)

Monday through Friday . . . 8:00 a.m. - 4:30 p.m.
Schedules for summer session and vacation periods are posted.

UNIVERSITY LIBRARY HOURS

Monday through Thursday	7:45 a.m. - 10:30 p.m.
Friday	7:45 a.m. - 9:30 p.m.
Saturday	7:45 a.m. - 5:00 p.m.
Sunday	2:00 p.m. - 10:30 p.m.

CLASS REGISTRATION

Registration for continuing students at IUP is carried out during the semester prior to the actual offering of the classes. During the months of March and April continuing students will report to their major advisors to decide upon class schedules for the following fall semester; during the months of October and November they will decide upon class schedules for the following spring semester.

After consulting with an advisor, the student reports to a central scheduling site according to an assigned scheduling time, where the course selections selected by the student and advisor will be verified at computer terminals. Primary and alternate selections will be made by the student, in order to assure a complete schedule of classes.

New freshmen students only will be assigned to their classes for their first semester of attendance on the basis of courses selected on Interview-Orientation Day. Notification of their class schedules will be mailed to these students just prior to the beginning of the semester.

After the student has registered, he/she must go through the proper drop/add procedure at the beginning of the semester in order to change his/her schedule. He/she must obtain a drop/add form from the department chairpersons for such change. After acquiring the necessary approvals, the student reports to the Scheduling Center for validation of the drop/add form. Changes will not be honored without such validation. The student then presents the validated "add" copy to the instructor of the course to be added and, if applicable, presents the validated "drop" copy to the instructor of the course to be dropped.

Students are academically and financially responsible for the commitments to classes for which they are registered at Early Registration. A schedule verification is given to the student as he/she leaves the registration area. Students are advised to correct terminal entry errors or other registration errors at that time. Any student who leaves the registration area with a schedule of classes is committed to follow drop/add procedures in order to change that schedule in any way.

Also in existence is an attendance requirement which states that all students are required to attend class during the first week in order to indicate to the instructor their intention to be an official member of the class. Any student who does not verify his/her intention to remain in the class by such first week attendance or who does not file a validated drop slip with the instructor will be continued on the class list and appropriately graded as failed at the conclusion of the instructional period.

STUDENT AND UNIVERSITY AFFAIRS

DIRECTORY **STUDENT AND UNIVERSITY AFFAIRS OFFICES** **COMMUNITY**

DIRECTORY

VICE PRESIDENT FOR STUDENT AND UNIVERSITY AFFAIRS 212 John Sutton Hall
Dr. Charles Fuget, Acting Vice President
Mr. Richard T. Wolfe, Assistant to the Vice President and Director of Conferences
Ms. Betsy Joseph, Coordinator, Judicial Affairs

ADMISSIONS 216 Pratt Hall
Dr. Fred Dakak, Dean
Ms. Nancy J. Newkerk, Associate Dean
Mr. Lyman A. Connor, Assistant Dean
Mr. Owen J. Dougherty, Assistant Dean
Mr. Robert McGowan, Assistant Dean

ALUMNI AFFAIRS 303 John Sutton Hall
Ms. Jonell L. Hoenstine, Director

CENTER FOR STUDENT DEVELOPMENT 104 Clark Hall
Dr. Robert I. Witchel, Assistant Vice President and Director of the Center for Student Development

COUNSELING SERVICES 104 Clark Hall
Dr. Russell D. Miars, Director of Counseling Services
Dr. Richard D. Magee, Clinical Psychologist
Dr. Karen L. Redus, Counseling Psychologist
Mr. Wilford G. Vaulx-Smith, Counseling Psychologist
Ms. Brenda S. Townsend, Reading Specialist
Dr. Pertionilla Vaulx-Smith, Coordinator, Pre-Med Studies
Ms. Mary Ford, Tutor Coordinator

HOUSING AND RESIDENCE LIFE G-14 Sutton Hall
Ms. Linda M. Hall, Director
Ms. Betsy Joseph, Associate Director, Housing and Residence Life
Mr. Richard Baginski, Associate Director for Operations
Ms. Susan M. Paddock, Associate Director for Off-Campus Housing and Food Service
Ms. Melanie K. Wardrop, Director for Assignments
Ms. Pamela Heath, Quad Residence Coordinator
Mr. David Milstone, Quad Residence Coordinator
Ms. Phyllis McCluskey, Quad Residence Coordinator
Ms. Marlin C. Scott, Residence Director
Mr. James Washington, Residence Director
Mr. John J. Johnston, Residence Director
Ms. Lisa Smith, Residence Director

STUDENT ACTIVITIES AND ORGANIZATIONS 101-104 Pratt Hall
Mr. Ronald Lunardini, Interim Director
Mr. Gary E. Smith, Associate Director
Mr. Kevin M. Slater, Assistant Director/Director of Black Cultural Center

STUDENT COOPERATIVE ASSOCIATION	Student Union
Mr. Christopher Knowlton, Executive Director	
Mr. Dennis Hulings, Director, Student Union and Campus Recreation	
Mr. Sam Barker, Assistant Director, Student Union	
Mr. Charles Potthast, Director, Business Services	
Mr. Gerald Baker, Director, Co-op Store	
Mr. Pete Alexander, Associate Director, Co-op Store	
Mr. Terry Griffith, Book Department, Co-op Store	
Ms. Elouise Shaffer, Supplies Department, Co-op Store	
STUDENT DEVELOPMENT PROGRAMS	
Ms. Sherrill Kuckuck, Director	
Dr. Patrick A. Carone, Foreign Student Advisor	104 Keith Hall
STUDENT PERSONNEL GRADUATE PROGRAM	
Dr. James W. Laughlin, Director	114 Clark Hall
HEALTH CENTER	Pechan Health Center
Dr. C. Eugene Wilson, Physician	
Dr. Antoly Primak, Physician	
Dr. Hideya Tsuda, Physician	
Ms. Florence Dongilla, Coordinator of Nursing Services	
Ms. Arlene M. Calhoun, Nurse	
Ms. Hazel Belle Deemer, Nurse	
Ms. Patricia M. Drew, Nurse	
Ms. Virginia L. Duncan, Nurse	
Ms. Nancy L. Evans, Nurse	
Ms. Carole M. Foster, Nurse	
Ms. Dorothy Harkless, Nurse	
Ms. Charlene Hammerle, Nurse	
Ms. Diane R. Harmon, Nurse	
Ms. Mary Jane Javornik, Nurse	
Ms. Doris V. Stewart, Nurse	
EDUCATIONAL OPPORTUNITY PROGRAM/PROGRAM FOR SCHOLARS	202 Pratt Hall
Mr. Crawford Johnson, Director	
Mr. Alphonse N. Novels, Career Counselor	
Dr. Kathryn A. Stratton, Program Assistant and Assistant Director, PFS	
Ms. Carolyn J. Wilkie, Academic Support Specialist	
STUDENT LEGAL SERVICES	209-A Pratt Hall
Ms. Chere Winnek-Shawer, Attorney	
STUDENT SERVICES	209-A Pratt Hall
Mr. Frederick A. Joseph, Assistant Vice President for Student Services	
CAREER SERVICES	302 Pratt Hall
Dr. Roy A. Moss, Director	
Ms. Ruth A. Reisenman, Assistant Director	
Dr. John E. Frank, Career Counselor and Coordinator, Veterans Affairs	
FINANCIAL AID	308 Pratt Hall
Mr. Frederick A. Joseph, Assistant Vice President for Student Services/Director, Financial Aid	
Mr. William Srsic, Associate Director	
Ms. Sally C. Abrams, Assistant Director	
Ms. Mary A. Miller, Assistant Director	
Ms. Christine Zuzack, Assistant Director	

UNIVERSITY RELATIONS

Dr. Ronald W. Thomas, Executive Director of University Relations

Ms. Mary Ellen Lieb, Director of Public Information

Mr. Steven K. Metzler, Coordinator of Publications, Design and Development

Ms. Karen P. Gresh, Associate Coordinator and Editor

Mr. Larry A. Judge, Director, Sports Information

316 John Sutton Hall

313 John Sutton Hall

326 John Sutton Hall

STUDENT AND UNIVERSITY AFFAIRS OFFICE

VICE PRESIDENT FOR STUDENT AND UNIVERSITY AFFAIRS

The Office of Vice President for Student and University Affairs is responsible for all University student programs and services other than the instructional programs. Offices include: Admissions, Alumni Affairs, Black Cultural Center, Career Services, Center for Student Development, Educational Opportunity Program/Program for Scholars, Financial Aid, Foreign Student Advisor, Conferences, Health Center, Public Information, Publications, Housing and Residence Life, Sports Information, Student Activities and Organizations, Student Cooperative Association, University Photographer, and University Relations.

ADMISSIONS

Any graduate of an accredited four-year high school is qualified to apply for admission to IUP. Applications may be filed beginning July 1 after the prospective student has completed the third year of his/her high school program. Admission options include full-time, part-time, Summer-January or Branch Campuses.

Applicants for admission are approved on a basis of an examination of high school records, recommendations of high school principals and guidance counselors, and scores made on the College Board Aptitude tests (usually between 850 and 1450).

An applicant can expect to be notified of the final disposition of his/her application by February 1 after all admission steps outlined on the application forms have been completed and all data required is in the Admissions Office.

The IUP Admissions staff has the responsibility for disseminating information relative to admissions requirements, policies, and procedures to prospective students through the Commonwealth. This is accomplished through an ongoing program of visitations to Pennsylvania high schools and community colleges. We also encourage prospective students to visit the IUP campus.

Inquiries as to application papers and catalogs should be addressed to: The Admissions Office, 216 Pratt Hall. Telephone: 800/442-6830.

CAMPUS POLICE

Under the Director of Public Safety, the Campus Police, authorized with full police powers, is concerned with the protection of the University community. In addition to protective responsibilities, the Campus Police also maintain as a public service, regular patrols, fire and safety inspections, traffic and parking control and security services for special events. Campus Police are available 24-hours a day. Their office is located in the south wing of John Sutton Hall, Ext. 2141 or 2142.

CAREER SERVICES

The Career Services Office is open to all IUP undergraduate students, graduate students and alumni. Students and classes are invited to use the facilities and professional staff for assistance in career planning and development.

The primary services of the program include career counseling, assistance in preparing credentials, resume writing, interviewing and the job-search. The office arranges on-campus interviews and maintains a vacancy list of available positions. A Career resources Library is also available.

Each individual in his/her last year of educational preparation is urged to obtain the forms in the Career Service Office which are necessary to file a set of credentials for employment purposes. Registration for career services is encouraged.

CENTER FOR STUDENT DEVELOPMENT

The Center for Student Development provides the focal point for the Division's activities which emphasize the personal, emotional and physical growth of students and linking these programs with the academic areas in the University. The Center includes health services, counseling, orientation, personal growth and emotional programs, with withdrawal counseling and services for women, handicapped and international students.

The Center (with the exception of the Health Service) is open from 8:00 am to 4:30 pm Monday through Friday and is located on the first floor of Clark Hall.

The Center provides a wide range of resources which enable students to deal more effectively with "early adult" concerns, better meet their personal and academic goals and develop skills for life-long learning. Confidential one-to-one counseling and psychotherapy is available to students.

Other services include career exploration, testing and women's programming.

Students coming to the Center will be asked to fill out a brief information form and then an appointment is scheduled to meet with a counselor to discuss concerns. Students can call 357-2621 or drop by 119 Clark Hall to arrange for services. A 24-hour Crisis Intervention Service, in conjunction with the Health Center, is available by calling the concern line 357-2657.

The staff consists of professional counselors, psychologists, student development specialists, physicians and nurses.

The Student Personnel Services Graduate Program with the Center for Student Development, provides assistance and information to IUP students. This office is the initial point for processing total university withdrawal and coordinating the Campus Information System.

In addition, the office coordinates services for handicapped students. The Director of the Student Personnel Service Graduate Program is the 504 Coordinator.

EDUCATIONAL OPPORTUNITY PROGRAM/ PROGRAM FOR SCHOLARS

The Educational Opportunity Program was created as a result of the Higher Education Equal Opportunity Act 101 passed in 1971 by the Legislature of the Commonwealth of Pennsylvania. This act provided funds to institutions of higher learning throughout Pennsylvania to develop programs that will make the idea of "equal education opportunity" a reality for all qualified students. All EOP students are provided assistance in the areas of academic tutoring, career counseling, financial aid information, and personal counseling, as well as academic advisement concerning curriculum and appropriate major.

The Program for Scholars (PFS) began in spring of 1978. The PFS is designed to identify and attract academically talented minority students and to provide an on-campus program of leadership development and intellectual motivation. The Scholars serve as peer models and assist all minority students to interpret information concerning opportunities at IUP.

Further information on the EOP and Program for Scholars may be received from the Director or any member of the faculty. The main office is in 202 Pratt Hall, Ext. 2729.



FINANCIAL AID

The Financial Aid Office, located at 308 Pratt Hall, offers financial information and counseling to all students attending Indiana University of Pennsylvania. The types of financial assistance offered by the Financial Aid Office include student employment, loans, grants, and scholarships. In most cases, a Pennsylvania State Grant and Federal Student Aid application are used to determine eligibility for these programs.

EMPLOYMENT provides an opportunity for the student to earn money to help finance his educational expenses. Students may be employed on campus for up to fifteen hours per week. The University encourages students to participate in the on-campus student employment program, as studies have demonstrated that part-time campus employment provides a positive stimulus to students in their adjustment to campus life and maintenance of their academic average. All campus employment is administered by the Financial Aid Office.

LOANS are a form of aid from which a student receives assistance while attending the University. These programs obligate the student to repay the loan funds after he terminates his education. Interest rates normally range to 9%.

GRANTS are funds which carry no obligation for repayment. They are awarded on the basis of financial need.

SCHOLARSHIPS are funds which carry no obligation for repayment. They are gifts awarded to the student on the basis of his/her ability.

Federal aid administered through the University is available for both the regular academic year and summer sessions. The application deadline for upperclassmen for these federal aid programs is normally May 1 for the following academic year. For the summer session, the application deadline is also May 1. Pennsylvania Higher Education Assistance Agency (PHEAA) Grants are also available for both the regular academic year and the summer session. Contact the Financial Aid Office to determine the application deadlines for the PHEAA Grant Programs.

University short-term loans of up to \$200 are available to students whose financial aid payments are delayed.

Specific information about financial aid may be obtained through the Financial Aid Office, 308 Pratt Hall, in the form of the Financial Aid Fact Sheet. Financial Aid counselors are available for student consultation on a daily basis.

HEALTH CENTER

The Pechan Health Center provides routine health care to students 24-hours a day, seven days a week while classes are in session. The Center is equipped to treat almost all emergencies and is located at the corner of Maple Street and Pratt Drive.

The outpatient clinic is well staffed with physicians and a nurse practitioner available for office hours as follows:

9am - noon and 1pm - 4pm . . . Monday through Friday
9am - 11pm . . . Saturday

Nurses are on duty 24-hours a day while classes are in session. For emergency care of students when outpatient services are closed (9pm - 7am), come to the south door of the Health Center. For persons requiring inpatient care there is an 11 bed infirmary. A minimal fee is charged for some services related to in-patient care. The Health Center's telephone number is 357-2550.

The Health Center operates its own vehicles on campus 24-hours a day to transport students, when necessary, to the Health Center and to other Indiana medical services. The Center also provides health and wellness programs related to exercise, nutrition, weight reduction, CPR, and other health enhancement topics.

PUBLIC INFORMATION OFFICE

The role of the Public Information Office (320 Sutton Hall, Ext. 2233) is to communicate to the general public—via the news media—an image of IUP that reflects the mission and goals of the University. This involves the preparation and distribution of news and feature stories and hometown releases including announcements of IUP graduates and students named to the Dean's List. The Director of Public Information serves as the University spokesperson and as a liaison between the University and members of the news media.

HOUSING AND RESIDENCE LIFE

The major responsibilities of the Housing and Residence Life Office are: the total operation of the University's 13 residence halls housing 3,855 students; supervising the dining services which feeds over 5,000 students and caters a variety of special functions; coordinating off-campus housing as well as serving as a liaison with the owners of privately-owned residence halls and apartment complexes; coordinating the student centrex telephone service; supervising the collection and updating of the student data bank in regard to local address and telephone information; coordinating with Public Information the student section of the University telephone directory, and coordinating housing and food services for credit-bearing workshops. Housing and Residence Life also acts as advisor to the Residence Hall Association and administers the refrigerator rental program. The Director and each member of the staff are available to counsel with students concerning personal, social or academic problems.

STUDENT ACTIVITIES AND ORGANIZATIONS

The Office of Student Activities and Organizations is responsible for the presentation of co-curricular activities programming and the development and coordination of recognized student organizations on the campus. By actively participating in these experiences, students can apply their classroom learning to relevant programs which will improve their leadership abilities, enhance their academic achievements, broaden their cultural perspective, and develop their social skills.

Primary assistance is given to the advisement of the Student Government Association, the Interfraternity Council, the Panhellenic Council, the Black Greek Council, the Activities Board, the University Concert Committee, the Artist Series committee, and the Ideas and Issues committee. The office is also responsible for the management and supervision of the Black Cultural Center, the Summer Activities program, the campus film program, and the University master calendar.

Any group of persons wishing to organize a club or organization at IUP must develop a constitution and have it approved by the Student Government Association and Senate Committee on Student Affairs. A complete outline of the developmental process and information regarding a particular organization can be obtained in 104 Pratt Hall.

The office staff is available for counseling and advisement with all students, campus organizations, and organization advisors. Staff members are located in 102 Pratt Hall Ext. 2315, 104 Pratt Hall, Ext. 2598, and Room 1, Lewis House (Black Cultural Center), Ext. 2455.

VETERANS AND DEPENDENTS/VA BENEFITS

Veterans and dependents must complete the proper forms with the Veterans Counselor. Students should visit this office each semester and each summer in order to verify their eligibility for benefits. Veterans must also notify the Veterans Counselor if they withdraw from courses or withdraw from IUP or change their address.

Veterans and dependents should submit a copy of the DD214 to the Dean of their College for evaluation for possible University credit. Other information is available from the Veterans Counselor in the career Services Office, 302 Pratt Hall. Please call 357-2234 for additional information.

COMMUNITY REFERRAL SERVICES

The following is a list of other agencies and organizations to which individuals of all ages and conditions can turn for information or help. These agencies are staffed by professional or trained personnel who are competent to deal with particular needs or concerns.

Alcoholics Anonymous (Phone: 349-4061)

Calvary United Presbyterian Church
695 School Street/Indiana, PA 15701

Services: For those who want and need sobriety. Discussion meetings and speaker meetings; group therapy approach. On call 24-hours a day.

Birthright of Indiana County (Phone: 463-9118)

Services: Telephone hotline for problem pregnancies. Provide information on financial aid available through state and local agencies, information on adoption, doctor placement, pregnancy testing, counseling or counseling referrals. Volunteers man phone from 7:00 p.m. to 10:00 p.m. each weekday; during day client will be referred to two volunteers. 24-hour answering service is maintained.

Consultation Services on Problem Pregnancies

(Phone: 463-8774)

Services: The purpose of this agency is to counsel women or couples regarding a problem pregnancy and to discuss the options and their implications which are available to women. It is concerned with the women's right of choice, good health care, and the use of legal and reputable agencies, reasonable costs and supportive counseling. All consultations are strictly confidential. There is no fee.

Family Counseling Center of Armstrong County

(Phone: 543-2941)

150 South Jefferson Street/Kittanning, PA 16201
Services: provides Intake and referral Services, Psychological and Psychiatric Assessment, Individual, Group, Marital and Family Therapy, Medication Evaluation Case Management, and Adult Day Hospitalization. Care is provided regardless of financial status.

Family Planning Services of Indiana County

(Phone: 349-2022)

936 Philadelphia Street/Indiana, PA 15701
Services: Family Planning is available to help any person who is interested in any type of fertility, either preventing or planning. The service also provides medical examination and pregnancy testing. Information and counseling are available to anyone interested. The director is available to speak to interested groups.

Indiana County Catholic Charities Agency

(Phone: 463-8806)

637 Philadelphia Street/Indiana, PA 15701

Services: This Agency is a professional one providing individual, marriage, and family counseling. Special expertise includes pregnancy counseling which assists any woman experiencing difficulty in planning for her expected child. Foster Care is provided to newborn infants pending adoption placement or return to natural mother. Adoption counseling is provided to prepare perspective adoptive couples for placement of a child. The Agency also offers Family Life Services to parishes.

Indiana County Guidance Center (Phone: 465-5576)

Gatti Building, 840 Philadelphia Street/Indiana, PA 15701

Services: provides out-patient diagnostic and treatment services for socially and emotionally disturbed children and adults. Marriage counseling services are extended. Therapy is provided by the psychiatrist, psychologists, social worker and a psychiatric nurse who makes home visits as part of the follow-up for patients discharged from psychiatric in-patient care. The Guidance Center maintains a 24-hour emergency telephone answering service. Facilities are available to all residents of Indiana County and fees are based on the ability to pay.

The Open Door (Phone: 465-2605)

1020 Philadelphia Street/Indiana, PA 15701

Services: The Open Door is a community counseling and crisis intervention center primarily providing services to victims of drug and alcohol problems and their families. Services are available on a 24 hour a day, 365 day a year basis. The counseling staff includes four professional Certified Addictions Counselors, a psychologist and a consulting physician. A volunteer staff of 70 well-trained volunteers provides crisis intervention services. Services to IUP students are provided without charge, and the strictest confidentiality guidelines are followed. Information on a variety of problem agencies and activities.

State Health Center (Phone: 357-2995)

125 North Fifth Street/Indiana, PA 15701

Services: Provides concern about matters of health promotion, prolongation of life and disease prevention. The program includes health guidance, teaching, counseling, curative and preventative care on a family-centered basis for individuals and groups at work and at home and in the community. Special areas of service include venereal diseases, family planning, alcoholism, nutrition, prenatal and postnatal care and child health. Hours are 8:00 am to 4:30 pm.

S TUDENT CO-OP

PURPOSE

FACILITIES OF THE ASSOCIATION SERVICES OF THE ASSOCIATION

PURPOSE

The Student Cooperative Association is a non-profit corporation which plays a key role in the educational and extra-curricular life of the University Community. Anyone who pays an activity fee, whether student, faculty, or staff member, is eligible to be a member of the association. Generally speaking, almost all campus-wide and extra-curricular activities are sponsored fully or in part by the Association. The Association also operates the Student Union, the Co-op Store, the Co-op Recreational Park, and the University Student Children's Center.

The mission of the IUP Student Cooperative Association is to develop and fund, where appropriate, programs, facilities, and services that contribute to the quality of life of the University community. As a membership corporation, the Association serves its constituents within the context of their relationship to the University. Therefore, its goals are designed to be consistent with those of IUP.

The primary emphasis of the Association is to help meet the social, cultural, and recreational needs of the campus. The individual members and groups of the University community can often satisfy these needs effectively by themselves. However, in many cases, these needs can be met more efficiently through the actions of a collective body such as the Association. In such cases, the Association has an obligation to provide the necessary services to the degree permitted by its resources.

The Association has historically provided IUP with a campus store; a campus union with meeting rooms, food services, game rooms, and other amenities; and outdoor recreational facilities. It expects to continue these services and to add others or refine the present ones as the needs and desires of its members change.

The Association, in cooperation with IUP, develops and provides support for programs which enhance the extracurricular life of IUP. In addition to providing services directly, the Association serves as a vehicle for funding and promoting the activities and programs of other campus organizations that benefit the community as a whole. Staff support for these programs will normally be provided by the University or the groups involved except in programs that are primarily operated at Association owned or operated facilities.

The Association will continue to pursue cooperative relationships with other Indiana agencies, primarily recreational in nature, with the aim of improving opportunities for its members.

The Association provides an opportunity for the educational experience of becoming involved in the governance of the corporation. This is a significant role which helps students prepare for leadership positions in society.

The Association will continue to consider the development of new services and programs and re-evaluate those it currently supports. It recognizes that as a fiduciary of student funds, it must channel its resources in a way that provides maximum benefits for the University as a whole.

FACILITIES OF THE ASSOCIATION

CO-OP RECREATIONAL PARK

The Co-op Recreational park is a 270-acre facility owned by the Student Cooperative Association just two miles from campus. The park is a multi-purpose recreation area serving many diverse needs and interests.

The two entrances are connected by trails which also go through White's Woods, an adjacent 250-acre nature preserve. The trails are widely used for hiking and cross country skiing. A walk-in tent campsite is located at one overlook point with more planned for the future. (Camping permits can be obtained at the Student Union Information Desk.) Picnic tables and picnic shelters are located along the trails and near some of the parking lots.

IUP community members may also schedule indoor and outdoor meetings, ski downhill, rent garden plots, play softball, and carry out other activities which are limited only by the imagination.

CO-OP STORE

The Co-op Store is located adjacent to the Student Union Building. The store stocks a complete line of textbooks, supplies, paperback books and other requirements for class use. In addition, the shopper will find an extensive collection of records, college wear, stationery, jewelry, sundries and souvenir items.

The store is operated on a competitive basis with all profits from operation reverting to the Student Cooperative Association for use in supporting student activities. Hours are 8:00 am to 5:00 pm weekdays and 9:00 am until noon on Saturday, with additional evening hours at the beginning of each semester.

The Co-op Store is a member of the National Association of College Stores through which many additional services, such as student rate magazine subscriptions are available.

STUDENT UNION

The Association operates the Student Union for the benefit of all members of the University community. Facilities available in the Student Union include Roy Rogers, a fast food restaurant; a social and dance area; a game area; a large screen TV set; several meeting and activity rooms; student offices; lounges for informal gatherings and study; and business offices of the Association. Any recognized campus organization may reserve meeting facilities in the Student Union. A major addition and renovation of the Student Union is currently in progress.

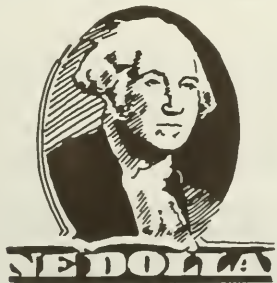
SERVICES OF THE ASSOCIATION

CAMPUS RECREATION

For those people who enjoy the great outdoors, the Co-op has a variety of outing equipment for rent ranging from camping and nordic skis to canoes, sailboats and alpine skis. The equipment can be rented by all I-card holders at a very nominal rate, at the Student Union, IUP Smallcraft Base or the Co-op Park Ski Slopes. Seminars and instructional trips, as well as a Calendar of Events, are conducted by the Campus Recreation Staff in cooperation with the various outing organizations.

CHECK CASHING AND BANKING

National bank of the Commonwealth operates a full service bank in the Student Union Building. Hours are 10:00 am to 5:00 pm Monday through Thursday; 10:00 am to 8:00 pm Friday, and 9:00 am to noon Saturday. All services including free checking, loans and savings are available. Checks on all banks are cashed upon presentation of a currently valid I-card. A limit of \$50.00 is placed on all personal checks for non-depositors.



COLLEGE STUDENT UNION ASSOCIATION, INC.

The College Student Union Association, Inc. is a sister corporation to the Student Cooperative Association. The Student Union Association is made up of the membership of all students and faculty of the University. It is the owner of the Student Union Building and the Co-op Store building. The Student Union Association was set up primarily to build and own properties for the use of the members of the Student Cooperative Association.

I-CARDS

The official student identification card of the University is produced by the Association. Under the University regulations all students are required to carry their identification at all times. Questions concerning replacement of I-cards may be answered at the Student Union Information Desk, Ext. 2592.

SERVICE DESK

The Service Desk provides many services including tickets, transportation pool reservations, I-card replacements, room and lodge reservations, Penn classified ads, etc., Located in the Student Union, the Service desk hours are 8:00 am to 4:30 pm daily (Monday-Friday), Ext. 2592.

STUDENT LEGAL SERVICES

Student Legal Services serves the student body in the following manner: in an advisory capacity, in matters of landlord/tenant disputes, personal injury, consumer protection, property damage, contract and in the handling of civil cases.

The office, 209-A Pratt Hall, is open to all students holding valid I-cards. The office is open 25 hours per week during the academic year and 10 hours per week during the summer sessions.

TRANSPORTATION POOL

The Association maintains several vehicles for the use by campus organizations. Although the use of the transportation pool is primarily for organizations fully sponsored by the Association, its vehicles are also available for class groups and other campus organizations on an actual cost basis. Inquiries and reservations may be made at the Information Desk in the Student Union.

STUDENT ACTIVITIES FUND

Campus organizations and activities may apply for funding from the Student Fund for programs and services which are of potential benefit to the entire student body. Budget requests are due at the beginning of February each year for consideration for the annual budget which runs from July 1 to June 30. The Finance Committee of the Student Cooperative Association also considers revisions or additions to the budget throughout the fiscal year.

For information about the budgeting process and guidelines may be obtained at the Student Cooperative Association business office in the Student Union.

O R G A N I Z A T I O N S

DEPARTMENTAL CLUBS
HONORARY SOCIETIES
SOCIAL GREEK ORGANIZATIONS
SPECIAL INTEREST CLUBS
RELIGIOUS ORGANIZATIONS
SPORTS AND RECREATIONAL CLUBS
COMMUNICATIONS AND PUBLICATIONS
INTERFRATERNITY COUNCIL
PANHELLENIC COUNCIL

There are currently more than 180 recognized student organizations at Indiana University of Pennsylvania. By actively participating in these groups, students can extend their classroom experiences into relevant programs which will improve their leadership abilities, enhance their academic achievements, and develop their social skills.

Any group of persons wishing to organize a club at IUP must develop a constitution and have it approved by the Student Government Association and Senate Committee on Student Affairs. A complete outline of the developmental process and information regarding a particular organization can be obtained from the Office of Student Activities and Organizations in Room 104 Pratt Hall.

The following list of organizations recognized at IUP is current as of March 23, 1984.

Departmental Clubs

Anthropology Club of IUP
 Associates for Student Development
 Association for Management Information Systems
 Association of United States Army
 Biology Club of IUP
 Communications Media Club
 Computer Science Club of IUP
 Consumer Services Advisory Council
 Counselor Education Graduate Association
 Criminology Club
 Economics Club
 El Circulo Espanol
 English Club
 Finance Club
 Food Services and Lodging Club
 French Club
 Geography and Regional Planning Club
 Geoscience Club
 German Club
 Graduate Art Association
 Indiana University Collegiate Chapter of PA Association of DECA

IUP American Society of Safety Engineers
 IUP Art Association
 IUP Chapter of Phi Beta Lambda
 IUP Chapter of Student Affiliates of the American Chemical Society
 IUP Chapter of the National Student, Speech, language, & Hearing Association
 IUP Chapter of the Society for the Advancement of Management
 IUP Chapter of the Society of Professional Journalists (Sigma Delta Chi)
 IUP Council for Exceptional Children (Chapter 480)
 IUP History Club
 IUP Home Economics Association
 IUP Student Chapter of the National Art Education Association
 IUP Student Dietetic Association
 IUP Student Nurses Association
 International Relations Club
 Labor Relations Graduate Organization
 Marketing Club of IUP
 Mathematics Club
 McKeldin Philosophy Society
 Music Educators National Conference IUP Chapter #1
 Office Administration Club
 Organization of Graduate Students in Public Affairs
 Physical Education Major Club
 Physics Club
 Pittsburgh Students APICS Chapter
 Political Science Student Advisory Council
 Pre-Health Professions Club
 Psychology Club
 Student Accounting Association
 Student Chapter-Data Processing Management Association of IUP
 Student Chapter of Society of Mining Engineers
 Student Music Organization of IUP

HONORARY SOCIETIES

Alpha Phi Sigma (Honorary Scholarship)
Alpha Psi Omega (Honorary Dramatic)
Chi Beta Phi (Honorary Science)
Delta Omicron (Honorary Music)
Delta Phi Alpha (Honorary German)
Gamma Rho Tau (Honorary Business)
Gamma Theta Upsilon (Honorary Geography)
IUP Society of Scholars (Honorary)
Kappa Mu Epsilon (Honorary Mathematics)
Kappa Omicron Phi (Honorary Home Economics)
Omicron Delta Epsilon (Honorary Economics)
Order of Omega (The) (Leadership Honor Society)
Phi Alpha Theta (Honorary History)
Phi Epsilon Kappa (Honorary Physical Education)
Phi Gamma Nu (Honorary Business & Economics)
Phi Mu Alpha-Sinfonia (Honorary Music)
Pi Delta Phi (Honorary French)
Pi Gamma Mu (Honorary Social Science)
Pi Omega Pi (Honorary Business Education)
Psi Chi (Honorary Psychology)
Sigma Gamma Epsilon (Honorary Earth Science)
Sigma Tau Delta (Honorary English)
Sigma Theta Tau (Honorary Nursing)

SOCIAL GREEK ORGANIZATIONS

SORORITIES

Alpha Gamma Delta
Alpha Kappa Alpha Sorority, Inc.
Alpha Omicron Pi
Alpha Sigma Alpha
Alpha Sigma Tau
Alpha Xi Delta
Beta Xi
Delta Gamma
Delta Sigma Theta Sorority, Inc.
Delta Zeta
Kappa Delta
Phi Mu
Sigma Gamma Rho Sorority, Inc.
Sigma Kappa
Sigma Sigma Sigma
Zeta Tau Alpha

FRATERNITIES

Alpha Phi Alpha Fraternity, Inc.
Alpha Tau Omega
Delta Sigma Phi
Delta Tau Delta
Kappa Alpha Psi Fraternity, Inc.
Kappa Delta Rho
Kappa Sigma
Lambda Chi Alpha
Mu Epsilon Nu (Local)
Omega Psi Phi Fraternity, Inc.
Phi Beta Sigma Fraternity, Inc.

Phi Delta Theta Colony
Phi Kappa Psi
Phi Kappa Theta
Phi Sigma Kappa
Sigma Chi
Sigma Nu
Sigma Tau Gamma
Tau Kappa Epsilon
Theta Chi
Theta Xi

SPECIAL INTEREST CLUBS

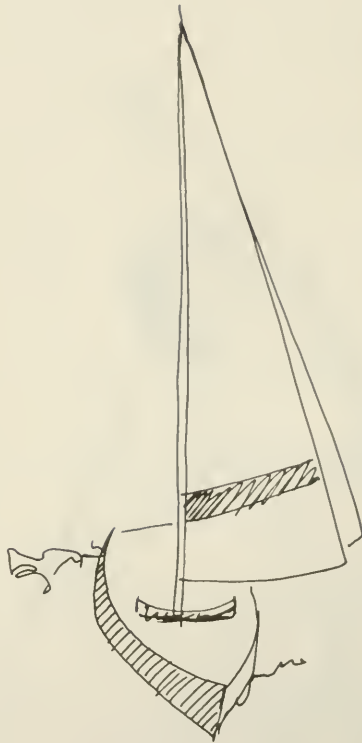
Activities Board
Alpha Phi Omega (Service Fraternity)
Black Student League
Campus Council on Consumer Affairs
Campus Scouts
Circle K Club of IUP
Coalition of University Parents
College Republican Club of IUP
Foreign Student Club
Gamma Sigma Sigma (Service Sorority)
Graduate Student Assembly of IUP
Indiana Color Slide Society
IUP Ambassadors
IUP Chapter of BACCHUS
IUP Chapter of the Commonwealth Association
of Students
IUP Collegiate 4-H Club
IUP Flute Club of Western PA
IUP Student Alliance of Big Brothers and Big Sisters
IUP Student Alliance of Operation Up-Lift
IUP Student Legal Service Board of Directors
IUP Veterans Club
Interfraternity Council
I-Uppers
Junior Class
Lambda Alpha Epsilon (Criminology)
Off-Campus Student League
Panhellenic Council
Pershing Rifles
Residence Hall Association
Senior Class
Sigma Tau Alpha (Service Sorority)
Student Government Association of IUP
Student Senate Association of IUP
Students of the Creative Arts
THINK (To Help Increase Nuclear Knowledge)
Tribe (The)
Voyageurs of Jazz
Women for Change
Young Democrats of IUP

RELIGIOUS ORGANIZATIONS

Campus Crusade for Christ
Canterbury Association
Chi Alpha Fellowship
Deseret Club
IUP Chapter of Inter-Varsity Christian Fellowship
IUP Christian Fellowship
IUP Hillel-Jewish Cultural League
IUP Maranatha Club
Logos Christian Fellowship
Lutheran Student Movement at IUP
Navigators of IUP (The)
Newman Student Association
Orthodox Christian Fellowship
United Ministry

SPORTS AND RECREATIONAL CLUBS

Born Losers Athletic Club (The)
Concert Dance Company
Equestrian Team
42nd Street Hustlers' Athletic Club
Gashouse Gang Athletic Club
Indiana Boxing Club
IUP Bowling Club
IUP Hockey Club
IUP'isces Club
IUP Judo Club
IUP Orienting Club
IUP Outing Club
IUP Rugby Club
IUP Sailing Club
IUP Ski Club
IUP Ski Team
IUP Volleyball Club
IUP Water Polo Club
Indiana Women's Rugby Club
Indiana Women's Soccer Team
Sky Force Athletic Club
Thumbs Up Athletic Club



COMMUNICATIONS AND PUBLICATIONS

Indiana Penn (The) (Student Newspaper)
New Growth Arts Revue (Literary Magazine-Arts)
Oak (The) (Publications-Yearbook)
Women in Communications, Inc. (Professional)

INTERFRATERNITY COUNCIL

The purpose of the Interfraternity Council (IFC) is to act as the representative central governing body of IUP's recognized social fraternities. The Council shall promote harmonious relations among its member-fraternities and cooperate with the University and other campus organizations in matters of common interest. IFC coordinates the rush and pledging activities of men's social Greek-letter organizations. IFC also acts as a judicial body for alleged violations of IFC rules or other violations that impair the Greek system. The Council promotes interfraternity competition in athletics, scholarship, music, or any other area deemed advisable.

In order to be eligible to accept a bid and to pledge a fraternity, a student must be a currently enrolled student at IUP and fulfill the requirements set forth by the individual fraternity.

For more information on IUP's Social Fraternities, please contact a current IFC officer or the Office of Student Activities and Organizations, 104 Pratt Hall.

PANHELLENIC COUNCIL

The Panhellenic Council exists to coordinate activities and work in areas of interest common to social sororities on the IUP campus. The Council governs rushing, pledging, and initiation activities of all member-sororities. Procedures and schedules for rush will be published annually by the Panhellenic Council. Any female student at IUP may pledge a sorority. However, a pledge must meet the requirements for active membership in the sorority she wishes to join.

The Council consists of one delegate from each chapter of national Panhellenic fraternities represented at IUP and from such other national or local sororities as may be organized and admitted as members of the Council. The Panhellenic Council elects an Executive Committee, consisting of a President, Vice President, Secretary, and Treasurer, who serves for one calendar year. Nominations are open to any active sister of a member-sorority; however, any candidate for President must have served on the Council for a period of at least one semester prior to her nomination.

Any woman student interested in sorority life should contact one of the current Panhellenic Council officers or the Office of Student Activities and Organizations located at 104 Pratt Hall.

A THLETICS

INTERCOLLEGIATE ATHLETICS
INTRAMURAL ATHLETICS
ATHLETIC FACILITIES
GUIDELINES FOR CONTACT SPORTS/ACTIVITIES

INTERCOLLEGIATE ATHLETICS

IUP has developed a reputation among area, state, regional and national colleges and universities for competitive teams in the intercollegiate ranks.

In the last seven years the IUP Basketball team has won two Pennsylvania Western Conference Championships.

IUP Grad Jim Haslett was named AFC defensive rookie of the year in 1979 and distinguished himself as one of the young linebackers with the Buffalo Bills.

IUP offers 21 sports. Ten are for men and ten are for women with one co-ed.

MEN'S SPORTS

Baseball
Basketball
Football
Cross country
Golf
Rifle (Co-ed)
Soccer
Swimming
Tennis
Track
Wrestling

WOMEN'S SPORTS

Basketball
Cross Country
Fencing
Field Hockey
Gymnastics
Rifle (Co-ed)
Softball
Swimming
Tennis
Track
Volleyball

Men's and women's athletic programs are affiliated with the NCAA, ECAC and PSAC. Both the men's and women's programs compete at the NCAA Division II level.

For additional information, contact Frank Cignetti, Athletic Director, Memorial Field House (412/357-2751 or 2754), and for women's athletics, contact Ruth Podbielski, Associate Athletic Director, Memorial Field House (412/357-2755).

INTRAMURAL ATHLETICS

The aim of the Intramural program is to provide a broad recreational program that will meet the demands, needs and interests of every student at Indiana University of Pennsylvania. The program is designed to develop skills and recreational activities which can be utilized throughout life. Physical activity is an essential aspect of a well rounded University education.



The IUP Intramural program conducts an annual All Points Race. The intramural competing units are made of the following organizations: sororities, fraternities, clubs, church organizations, residence halls, and independent organizations. If your organization is interested in competing in the All Points Race or needs additional information concerning the Intramural Program, please feel free to contact the Intramural Office at your convenience.

Intramurals exist to foster friendly competition, teamwork and practice good sportsmanship. An invitation is extended to all students and faculty to take part in the varied program. The rewards and benefits of participation help make Indiana University of Pennsylvania a pleasant place to be.

FALL SPORTS

Activity	Type	Activity	Type
Golf	M, W	Tug-O-War	M, W
Volleyball	Co-ed	Tennis	M, W
Parcourse	M, W	Archery	M, W
Horseshoes	M, W	Cross-Country	M, W
Table Tennis	Co-ed	Foul Throw	M, W
Wrestling	M		

WINTER SPORTS

Activity	Type	Activity	Type
Bowling	M, W	Handball	M
Basketball	M, W	Pocket Billards	M, W
Badminton	Co-ed	Volleyball	M
Bowling	Co-ed	Racquetball	M, W
		Table Tennis	M, W

SPRING SPORTS

Activity	Type	Activity	Type
Volleyball	W	Softball	M, W
Badminton	M, W	Tennis	Co-ed
Swimming	M, W	Racquetball	Co-ed
Inner Tube Water Polo	M, W	Track	M, W
Speed Football	Co-ed		

Note: M = Men W = Women

INTRAMURAL OFFICE: 101 Memorial Field House (Telephone: 357-2757)

OFFICE HOURS: 8:00am to noon; 1:00pm to 4:30pm (Monday thru Friday)

BULLETIN BOARD: Memorial Field House, West End and Zink Hall

The Recreational Services Handbook contains more detailed information on rules and regulations concerning the Intramural Program. It is available in the Memorial Field House, Room 101.

ATHLETIC FACILITIES

MEMORIAL FIELD HOUSE

Building Open	7:00 am to 10:30 pm (Monday thru Saturday) 1:00 pm to 10:30 pm (Sunday)
Equipment issue Room	8:00 am to 10:00 pm (Monday thru Friday) 8:00 am to 4:00 pm (Saturday)
Training Room	3:00 pm to 9:00 pm (Monday thru Thursday) 3:00 pm to 8:00 pm (Friday) 7:00 pm to 9:00 pm (Sunday)
The Pool	University swim hours will be posted outside the pool two weeks after the beginning of each semester. Call Ext. 2771 for information.

ZINK HALL

Building Open	8:00 am to 10:30 pm (Monday thru Saturday) Students must be out of locker room by 10:30 pm nightly. No one is permitted to enter Zink Hall after 10:30 pm nightly.
Gyms A, B, C	6:30 pm to 10:30 pm (Friday) 8:00 am to 10:30 pm (Saturday) 1:00 pm to 10:30 pm (Sunday) Limited free play when intramurals, varsity competition and special events are scheduled September through April 1.
Dance Studio	6:00 pm to 10:30 pm (Friday and Saturday) Available only for students who are currently enrolled in a dance class. Procedure for requesting permission to practice will be given by instructor. Special events scheduled by Ms. Dakak (limited).
Equipment Issue Room	8:00 am to 8:00 pm (Monday thru Friday) 9:00 am to 5:00 pm (Saturday) 3:00 pm to 6:30 pm (Monday thru Friday during varsity practice sessions).
The Pool	University swim hours will be posted outside the pool two weeks after the beginning of each semester. Call Ext. 2771 for information.

SUPPLY ROOM (Memorial Field House and Zink Hall)

The supply room does not give out athletic clothing or shoes. Lockers are available for semester use to those with a validated I-card, from the attendant in the Supply Room. A \$7.00 fee is required, for which you will receive a small locker, lock and towel. A \$3.00 fee will be charged for the use of a small white locker only. Students are allowed to put their own lock on a locker while participating in the building. Individually owned locks will be cut off if left on lockers overnight.

TENNIS COURTS

Courts are available on a first come, first serve basis. Courts may be used for one hour at a time, unless there is no one waiting for them. If no one is waiting, courts may be used as long as the student desires.

TRAINING ROOM PROCEDURES

- I. The Sportsmedicine Rehabilitation hours for therapeutic evaluations and rehabilitation services will be Monday through Friday, 7:30 am to 4:30 pm.
- II. The Training Room hours for Men's and Women's Intercollegiate sports will be Monday through Friday, 2:30 pm to 8:30 pm.
- III. Non-varsity athletes and faculty members may receive Physical Therapy and Sportsmedicine rehabilitation services with a physicians referral. Patients will be charged a minimal fee for services.



GUIDELINES FOR CONTACT SPORTS/ACTIVITIES

University sponsored and recognized groups or organizations that wish to conduct or sponsor contact sports/activities, other than as part of the IUP Inter-collegiate Athletic program, the intramural program or required class activities, on the IUP Campus or Student Cooperative Association property must present to the Campus Recreation office information concerning the procedures of conduct planned for the activity. Before any contact sport/activity such as touch football or rugby will be approved to be conducted on the IUP Campus, the specific guidelines below must be followed for the event. Determination of whether a particular activity is to be considered a contact sport/activity will be made by the Campus recreation office. These guidelines include:

1. All sports/activities must be conducted in an area free of obstacles and other hazards that are sufficiently removed from the playing area to avoid possible injury to participants.
2. Such activities must be conducted under proper lighting conditions to insure clear visibility by all participants.
3. The playing surface for such activities must be conducive for safe participation by all participants. Inclement weather must warrant postponement of the activity.
4. Rules and regulations, which clearly define measures of safety, must be available to all participants.
5. A faculty or staff supervisor must be in attendance at contests.
6. Workshops/clinics must be conducted to train student officials concerning techniques and rules of officiating the sport/activity.
7. Personnel knowledgeable in athletic training and/or currently certified in advanced first aid training must be on duty at all contests.
8. A student injury report form must be completed at the time of all accidents/injuries.
9. The Director of Campus recreation is responsible for administering these guidelines.
10. Alleged violation of these guidelines shall be referred to the Recognized Organization Review Board for adjudication.

UNIVERSITY GOVERNANCE

COMMONWEALTH ASSOCIATION OF STUDENTS GRADUATE STUDENT ASSEMBLY STUDENT GOVERNMENT ASSOCIATION THE UNIVERSITY SENATE

COMMONWEALTH ASSOCIATION OF STUDENTS

IUP is a member of the Commonwealth Association of Students (CAS), the statewide student voice of the state-owned institutions. Through a central office in Harrisburg, the Association is set up to serve the special interests of the state colleges and universities through the collection of student opinions and their dissemination to the proper state or federal agencies. It also promotes the passage or defeat of legislation deemed relevant to the students in public higher education in Pennsylvania. CAS also acts as a liaison between students and the state government, the faculty union, or any organization or individual that affects the state colleges and university.

At IUP, the CAS local chapter operates independently of the Student Government Association. The local chapter coordinator, student government president and other qualifying student representatives are each accorded voting privileges at the statewide meetings. Any full-time or part-time undergraduate or graduate at IUP is welcome to join as well as actively participate in the Association's activities on the state or local level.

GRADUATE STUDENT ASSEMBLY

The Graduate Student Assembly represents the graduate student body's interest at IUP. Composed of elected representatives chosen by the full-time and part-time graduate students of all University departments offering graduate work, the GSA reviews and makes recommendations on both University and Graduate School policies. The GSA serves as an information center for all graduate students.

STUDENT GOVERNMENT ASSOCIATION (SGA)

There are 54 members of the Student Government Association. Congress's purposes vary and change as the needs and desires of the student body vary and change. The position of the student government has changed in recent years due to the inclusion of students in the University Senate, but it has remained the most important student voice on campus.

All congressmen are elected at large. These elections are held twice a year, each involving approximately half the congress. Their terms last one year. The president and vice president are elected in the May elections and serve for one year. The other officers are chosen from among the representatives at the first meeting of every semester. They include a recording secretary, corresponding secretary, treasurer and parliamentarian.

Student Government has nine standing committees and several organizational liaisons. The standing committees are Academic Affairs, Budgetary Investigation, Campus Life, Elections, Executive, Public Relations, Rules, Treasury, and Tri-Campus Affairs. The liaison can be with such groups as the University Senate, CAS, the Legal Services Board, and the Black Student League.

The SGA president acts as the official student spokesperson in important meetings with the president, APSCUF and local officials.

SGA plays an active role in campus affairs and also makes recommendations to the administration for the improvement of student welfare. At its weekly meetings, it provides an opportunity for discussion of student problems, bringing the student body, faculty and administration closer together through a frank understanding of mutual problems, and promotes the implementation of policies that will lead to the improvement of the University campus life. Any student in need of SGA's services should call Ext. 2544 and 2594 for information and help. The SGA office is 109 Pratt Hall.

The branch campuses have their own student governments. Kittanning has two delegates and Punxsutawney two delegates who represent their center and vote at all meetings of congress on the Indiana campus.

THE UNIVERSITY SENATE

The University Senate is the body at the University that receives old and makes new policies and regulations affecting the welfare and operations of the entire academic community, special concerns being academic and student affairs.

Organized in 1966, the senate originally was composed of all full-time faculty and administrators at IUP. In March 1971 it voted to give students voting membership on that body. The first elections for student seats were held in September 1971. Now students comprise 27 percent of the Senate, administrators make up 18 percent and the remaining 55 percent is faculty.

Recommendations passed by the Senate are sent to the President and Board of Trustees for action.

The student segment of 27 percent represents the highest percentage of student representation on such a body of all colleges and universities in Pennsylvania. In fact, the large percentage of students on the governing body places Indiana in the top five percent of all colleges and universities in the United States for student involvement on the governing body.

The entire Senate is headed by a chairman, vice-chairman and secretary. Four senate committees most directly affecting students are Academic Procedures, Athletics, Curriculum Committee, and Student Affairs. Both Academic Procedures and Curriculum Committees should be considered most important. They handle matters such as determination of academic probation and anything relating to undergraduate curricula. Student Affairs and Athletics may receive more attention from the student body. They have a wide range of responsibilities from housing and health services to the athletic programs and financial aid.

STUDENTS AND TOWNSPEOPLE

THE COMMUNITY IUP SPECIAL ANNUAL EVENTS

THE COMMUNITY

AREA FAIRS

The Indiana County Fair has something for everyone. From tractor pulling contests in the dirt to the smell of popcorn, everyone has a great time. The fair is always at Mack Park and has a midway and features harness racing. Grandstand entertainment is always a big attraction. The fair will be held during the last week of August. For information contact the Tourist Bureau Office, 463-7505.

"A good old country fair" atmosphere is an ingredient which is always present at the Ox Hill Fair. Numerous games and contests which include a "rolling pin throwing" contest highlight the fair which will be held the first week of September. The fair site is located about 15 miles north-west of Indiana. For details, phone 463-7505 for more information.

COMMERCIAL

BICYCLE RENTAL

Bikes Galore-1128 Philadelphia Street/Indiana, PA

BOWLING ALLEYS

Calderone's Bowling Center-421 Route 119 North/
Indiana, PA

Mohawk Lanes-1820 Route 286 South/Indiana, PA

DRIVE-INS

Palace Gardens-225 Indian Springs Road/Indiana, PA

GOLF

Meadow Lane Golf Course-Hammill Road/Indiana, PA
VFW Gold Club-824 Indian Springs Road/Indiana, PA

MINIATURE GOLF

Burtik Mini-Golf-Route 286 South/Indiana, PA

RACQUETBALL COURTS

The Indiana Club-1703 Warren Road/Indiana, PA

THEATERS

Cinema Theater-Regency Mall/Indiana, PA
Cinemas IV-Indiana Mall/Indiana, PA

Students are not limited to downtown Indiana in doing their shopping. The Indiana Mall opened in the fall of 1979. Located at 2090 Rte. 286 South, the mall has many department stores, specialty shops, restaurants, and a theater. Regency Mall, Rte. 286 South, offers several fine stores and also a theater. University Park Plaza on Wayne Avenue is just a short walk from campus.

INDIANA CHURCHES

Beth Israel Congregation - Fifth and Washington Streets
Calvary Evangelical Free - West Pike and Ben Franklin Rd.
Calvary United Presbyterian - 695 School Street
Christ Episcopal - 902 Philadelphia Street
Christian and Missionary Alliance - 2440 Warren Road
Church of Christ - 225 East pike
Church of Christ - Route 119, 2 miles north of Indiana
Church of God - Third and Water Streets
First Assembly of God - 1445 West Church Avenue
First Baptist Church - Oakland and Church Streets
First Christian Church - Fifth and Water Streets
Free Methodist Church - 412 Church Street
Fundamental Baptist - Route 286 West
Grace United Methodist - Seventh and Church Streets
Graystone United Presbyterian - Church Street and
Carpenter Avenue
Gospel Hall - Fifth and Locust Streets
Indiana Church of the Brethren - 2101 Route 286 South
Jehovah's Witness Kingdom Hall - 450 East Pike
Newman Center, Thomas More Chapel - 1200 Oakland
Avenue
Salvation Army - 635 Water Street
Seventh Day Adventist Church - 1496 Indian Springs Road
St. Bernard Catholic Church - Clairvaux
Student Luthern Campus Center - 875 School Street
Trinity United Methodist - Fourth and Church Streets
Unitarian Universalist Fellowship of Indiana County, for
information call 349-2776
Wesleyan Methodist - 1200 Church Street
Zion Luthern - Sixth and Church Streets

MUNICIPAL

PLACES TO SEE

ANTIQUE SHOPS

Kemps Old Mill - Route 286 North/Indiana, PA

COVERED BRIDGES

Legislative Route 32072
Legislative Route 32061

EWING'S MILL - 10 miles East of Indiana on Route 422
(open by appointment only)

HISTORICAL SOCIETY MUSEUM - 6th Street and
Wayne Avenue

HISTORY HOUSE - 6th Street and Wayne Avenue

JIMMY STEWART AIRPORT

JIMMY STEWART STEPS - 695 Water Street

MEMORIAL PARK - 6th Street and Wayne Avenue

OLD COURTHOUSE - 6th Street and Philadelphia Street

STONE HOUSE MUSEUM - 105 Point Street/ Saltsburg,
PA (Open 2:00 pm to 5:00 pm (April to October)

For further information, maps, etc. on the above, contact the Chamber of Commerce located in the Frick Building, or the Tourist Bureau located in the History House, telephone, 463-7505.

PARKS - COUNTY AND STATE

COUNTY PARKS

Indiana County has four county parks: Blue Spruce, Hemlock Lake, Pine Ridge, and White Pine. The parks offer many activities: however, in no county park are over-night camping or snowmobiling permitted. For more information, contact the County Parks and Recreation Commission at Blue Spruce Park, phone 463-8636.

Blue Spruce Park - near Ernest, PA

Offers fishing, rowboat, canoe rentals; picnic tables and shelters; charcoal grills; horseshoe courts; playground; nature trails; sled riding and tobogganing; day and night ice skating; and archery. The park is open from 8:00 am to sunset.

Hemlock Lake - off Route 336 near Smithport

Offers fishing, picnic tables, charcoal grills, firings, nature study, hiking, small game hunting, photography, ice fishing and parking. Future proposals: increased parking and sanitation facilities. This park is open year-round 24-hours a day.



Pine Ridge Park - Old Route 22, near Blairsville.

Offers picnic tables, grills, firings, hunting, nature study and hiking. Future proposals: Day Camp center, sanitation facilities, and sledding area. This park is open from Memorial Day to Labor Day 9:00 am to 8:00 pm and the rest of the year from 9:00 am to 4:00 pm.

White Park - four miles east of Indiana.

Offers water skiing, boat launch area, picnic tables, charcoal grills, hunting, nature study and sanitation. Future proposals: camp sites and new marina. This park is open from Memorial Day to Labor Day 1:00 pm to 8:30 pm on weekends. The park is open in the month of September only on weekends 9:00 am to 8:30 pm and is closed the rest of the year.

STATE PARKS

Yellow Creek State Park - Route 422 East

Offers fishing, boating (rowboat, sailboat and canoes), picnicing, snowmobiling, hunting, nature trails, hiking, ice skating, ice fishing, sledding, ice boats, and sanitation. Swimming areas and beach, boathouses, boat rental dock, comfort station, new roads, new bridge, and increased picnic facilities are also available. A boat regatta is held every year in the latter part of June.

The University Co-op maintains a marina at Yellow Creek State Park. Information regarding the marina is available in the Student Union.

PER CAPITA TAX

If you declare yourself a permanent resident, you will be responsible for paying a per capita tax that supports many of the services at your disposal. This tax, which is \$20 per year, will be billed at your local address.

PRIVATE FACILITIES

YMCA - Ben Franklin Road and Route 422

Swimming, complete aquatics program, gymnasium, Youth and Family development classes. Different recreation programs in and around Indiana, i.e., Day Camp center. Classes open to members and non-members. Must be member for recreation facilities.

MACK PARK - Wayne Avenue

Swimming pool, playground, picnic tables and shelters, ball fields, tennis courts, ice skating rink, ice skate rentals and fairs. The park is open year-round 8:00 am to 10:00 pm.

MOUNTAIN VIEW RANCH - Route 954; four miles north of Indiana.

Most of the activities of the ranch are for groups, as it is a catering facility. All activities require fees. Horse trail rides, horseback riding and instruction, horses boarded and trained, banquet facilities, picnic tables, hiking, horseshoes, play fields. Future proposals: blacksmith school, increase horse trails and instruction, increase picnic facilities and improving hiking trails.

VOTING IN INDIANA COUNTY

If you choose to be eligible to vote in Indiana's elections, you must register to vote with the county Board of Elections at the Indiana County Courthouse on Philadelphia Street. Of course, registering to vote in Indiana County will mean that you will no longer be eligible to vote in your home district. All persons wishing to vote in Indiana County elections must register at least 30 days before that election at the Courthouse between the hours of 9:00 am and 4:30 pm. Occasionally there will be special voter registration days held on campus where you may also register. Pennsylvania also allows for registration through the mail, with special postcards available for this purpose. You must also remember to keep your local address up-to-date, or else you may not be eligible to vote on election day. Each time your local address changes you must notify the County Board of Elections.

IUP SPECIAL ANNUAL EVENTS

ALUMNI WEEKEND

Alumni Weekend is scheduled annually near the end of April or the first of May. All alumni are invited to take part in the weekend. Special reunion events for the twenty-fifth and fiftieth year classes, as well as occasionally for other class years, are planned.

Class reunions, an awards brunch, and a dinner dance are all part of Alumni Weekend. Alumni who have made outstanding records in terms of achievement or service are recognized, and alumni ambassadors to several academic departments come to campus to spend time with faculty and students.

ARTIST SERIES

The Student Cooperative Association, in cooperation with the officer of the Director of Student Activities and Organizations fund a series of cultural programs throughout the year in the areas of dance, music, and theater. The programs are selected by a Student-Faculty Series Committee.

The Artist Series programs are available at reduced rates to I-card holders. Tickets can be obtained at the Student Union Information Desk before each scheduled performance. The Artist Series is funded by the activity fee.

During the past few years the Artist Series has presented such programs as "Annie", the Hartford Ballet, the Bach Aria Group, Pilobolus Dance Company, and "Deathtrap."

CHRISTMAS BAZAAR

The holiday spirit comes alive at the Christmas Bazaar during the first week of December. For two days students and people from the community buy and/or sell various Christmas items in the Student Union. IUP students as well as townspeople are invited to view the many colorful articles.

COMMENCEMENT

A formal, university-wide commencement ceremony is held once a year in May. Students who have graduated the preceeding August and December as well as current May graduates are eligible to participate. The main ceremony, held in George P. Miller Stadium, is followed by separate departmental ceremonies.

HOMECOMING

Homecoming draws more people to campus than any other annual event. Students, alumni, and area residents gather for the parade through town, the carnival on campus, and the football game at Miller Stadium. Scores of units are included in the parade, for which campus organizations design and construct floats, in keeping with the year's theme. The carnival, sponsored by the IUP Alumni Affairs Office and the Alumni Association, features music, food, and games and provides a convenient meeting place for Homecoming visitors. A traditional conclusion of the weekend is an alumni dinner dance at the Indiana Country Club, to which the parents of students, as well as alumni, are invited.

PARENTS' DAY

Each fall semester, a Saturday is designated IUP Parents' Day. Parents' Day provides parents and friends of students an opportunity to see and become acquainted with the IUP campus.

Activities presented include tours, discussions, a football game, etc. Entertainment is provided in the evening. Parents are invited to meet faculty and administrators at discussions held by the various schools. The day is a fine opportunity to acquaint a parent with the University. It is under the direction of the Assistant to the Vice President for Student and University Affairs and Director of Conferences.

OPEN HOUSE

This day provides an excellent opportunity for prospective students, parents, visitors to the area, community residents, guests and friends of the University and the alumni to visit, see and seek out information on IUP and its programs. There is an admission hour, campus tour, open house in a residence hall, veterans out-reach program and information sessions on campus organizations. Other events include a football game in Miller Stadium and a special luncheon.

THEATRE-BY-THE-GROVE

Theatre-By-The-Grove is the production unit of the Theater Department. In conjunction with the Student Co-op Association, *The Glass Menagerie*, *The Cherry Orchard*, *Much Ado About Nothing* and *Crimes of the Heart* are scheduled for the 1984-85 season. During the summer, students have the opportunity to work and perform with artists from regional and New York theaters. The summer season consists of three productions: *The Odd Couple*, *Our Town*, and the musical *A Funny Thing Happened on the Way to the Forum*. Workshops with guest artists are offered throughout the entire year and auditions are open for all production to students enrolled at the University regardless of major.

UNIVERSITY MUSEUM

The University Museum is located in the north wing of the first floor of John Sutton Hall. Exhibits change every 3 to 4 weeks. A turn of the century Indiana Normal School dormitory room is a permanent museum feature.

University Museum Hours

Monday - Thursday 9 a.m. - 4 p.m.

Thursday evening 6-9 p.m.

Sunday 1-5 p.m. -

Additional information may be obtained by calling 357-7930.

POLICIES

ACADEMIC AFFIRMATIVE ACTION CAMPUS RULES AND REGULATIONS JUDICIAL SYSTEM SUMMARY OF INDIANA BOROUGH AND STATE LAWS

ACADEMIC

A. ACADEMIC STANDARDS POLICY

1. Good Standing

- a. To be in good standing each student must meet standards for qualitative progress, as measured by cumulative quality point average (qpa), and quantitative progress, as measured by cumulative credits earned.

1. To be in good standing on a *qualitative* basis at the end of the first full-time semester (the semester of matriculation) a student must have earned at least a 1.50 qpa.

- a. A part-time student will be reviewed for having the first semester average of 1.50 at the point of six hours registered.

2. To be in good standing on a *qualitative* basis for each subsequent semester, the following scale must be maintained:
0-40 credits earned 1.80 qpa
41 or more credits earned 2.00 qpa

- a. "Credits earned" includes IUP credits with grades, IUP credits recorded as P, transfer credits, and credits by exam.

3. To be in good standing on a *quantitative* basis, a student must have earned at least 75% of the cumulative number of registered credits at IUP.

- a. "Registered credits" is the number of credits for which a student is enrolled at the end of the Drop/Add period (for a student who was originally registered and charged at full-time status, and who reduced during Drop/Add to part-time status, the registered credits will be calculated as twelve).

- b. To determine academic standing, a student's cumulative *qualitative* academic record is reviewed at the end of each fall semester, each spring semester, and the end of the summer sessions collectively. All summer sessions constitute a review period in the application of this policy.

A *quantitative* measure of good standing will occur once each academic year between the termination of Post-Summer session and before the beginning of the Fall semester.

- c. The application of these policies for students admitted through the Educational Opportunity Program (Act 101) is defined within the approved policies for the operation of that program.

d. Probation

1. A student who does not attain *either* the *quantitative* or *qualitative* standards will be placed on probation. The status of a student on probation will be examined each review period to determine whether probation may be lifted.
2. A student whose cumulative *qualitative* academic record falls below the above standards may be continued on probation for the next two review periods (summer and fall or fall and spring or spring and summer).
3. A student whose cumulative *quantitative* academic record falls below the above standard may be continued on probation for one academic year (three qualitative review periods).
4. A student will not remain in good standing beyond these probationary periods unless both *quantitative* and *qualitative* standards have been met.

e. Suspension

- A student who fails to attain the required level for good standing after the probationary period(s) will be suspended from the university.

f. Reinstatement

A student may qualify for reinstatement:

1. By attaining the minimum qpa and credits standard for the student's level by attending IUP summer sessions.
2. By formal appeal through the office of the Dean of the student's college for extension of probation for one review period in exceptional and extenuating circumstances.

B. IUP GRADE REVIEW POLICY (pending approval by Council of Trustees - May, 1984)

1. INTRODUCTION

The *Policy Documents and Reports* of the American Association of University Professors makes the following recommendation regarding student protection against improper academic evaluation: "Students should have the protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled."

Students are encouraged to seek redress for discrimination or capriciousness but they are cautioned to be responsible and avoid capriciousness in their own charges.

2. IUP GRADE REVIEW POLICY

If a student believes an improper grade has been assigned, an appeal may be filed on the following grounds.

- a. **Discrimination:** On the basis of race, religion, national origin, age, political preference, sex, ancestry, handicapped status, or affectional or lifestyle preference.
- b. **Capricious Evaluation:** Significant and unwarranted deviation from grading standards set forth at the beginning of the course (ordinarily during the first week of the semester) or grade assigned arbitrarily on the basis of whim or impulse.

If a student disagrees with the subjective evaluation of his/her work by the instructor, but has no basis for a charge of "discrimination" or "capricious evaluation", the student may discuss the matter directly with the instructor, and if unsatisfied, with the department chairperson, and if still unsatisfied, with the Dean of the College in which the grade was given. In such cases, however, the decision of the instructor is final, and the student cannot appeal if the grade is not changed.

3. PROCEDURE OF APPEAL

a. Level I:

The student must first seek a resolution to the disagreement with the instructor. If the student is not satisfied with the results, he/she must speak with the chairperson of the department to which he/she is appealing. If still unsatisfied, he/she must discuss the matter with the Dean of the College in question. A student Government Association member will accompany or advise the student during this procedure, if requested. Every effort should be made to solve the disagreement at Level I.

b. Level II:

The next step of appeal is to file an appeal form with the Provost's Office. This form must be filed within thirty (30) calendar days of the beginning of the semester immediately following the semester in which the grade was received. Grade appeals will not generally be processed during the summer; therefore, any grade received in the spring or summer sessions will be processed in the fall. In the summer a review will be scheduled only when the student's academic eligibility is jeopardized by the grade in question or if the student is a graduating senior. The Provost's Office will notify the appropriate dean, department chairperson, faculty member, and the SGA president of the student's initiation of the Level II appeal process.

The Senate Academic Affairs Committee or designated sub-committee will review the appeal to determine the existence of the substantive basis for appeal. Appeals based on discrimination will be reviewed according to current standards of non-discriminatory action. Appeals based on capriciousness will be reviewed in light of the faculty member's published evaluation and grading system. Denial of appeal continuance must be by a two-thirds majority of those voting. This committee will inform the Provost's Office of its findings. Within five (5) working or class days of the committee's report, the Provost or designee will notify the student and the faculty member of the findings. If the basis for appeal is determined to be substantive, the Provost or designee will convene the Grade Review Committee within fifteen (15) working or class days.

c. Level III:

The Grade review Committee will consist of seven members. Five will be voting members: an academic dean or associate dean, three faculty members, and a student. Four-fifths of the voting membership will be a quorum. The SGA Academic Affairs Committee chairperson will advise as requested. The Affirmative Action Officer will advise with respect to appeals dealing with discrimination. The committee chairperson will be elected by and from the committee before each review.

The Grade Review Committee membership will serve one year terms and will be established in the spring term for the following academic year. The voting members will be chosen as follows:

1. The dean will be chosen by the Council of Deans. Two alternates will also be chosen.
2. Three faculty members will be chosen at random by the Senate Academic Affairs Committee from the full-time faculty. Six alternates also will be chosen.
3. A student will be chosen by the SGA. Two alternates will also be chosen.

Committee names (members and alternates) will be supplied to all parties involved prior to the review. A committee member may request the Provost or designee to disqualify him/her due to a conflict of interest. Also, the instructor and the student each may eliminate names in proportion to the composition of the committee (one dean, three faculty, one student). Vacancies will be filled from the appropriate pool of alternates, so that the committee will be composed of one dean, three faculty, and one student.

Both the student and the instructor will have the right to appear before the committee and offer evidence. Each may also bring one observer with whom they may consult, but who may not participate in the review.

After hearing the evidence brought forth, the committee will privately deliberate and recommend action with respect to the evidence before it. The committee will submit a written report of its decision to the Provost, or designee, within five (5) working or class days after the review. If a grade change is to result, the Provost, or designee, will inform the faculty member and direct that the change of grade form be submitted to accomplish the decision of the committee. If the faculty member is unwilling to comply, the department chairperson, dean or provost, each in turn, will implement the committee's decision.

This appeal does not supplant any legal rights afforded by the Commonwealth of Pennsylvania and/or the Government of the United States.

C. PASS-FAIL POLICY

The purpose of the pass-fail option is to allow a student to take an elective course in a field of his/her personal interest where he/she may be competing with major students in that department. Courses in the student's general education program and his/her major or minor fields are excluded from this prerogative.

A student shall be given academic credit without quality points for a pass-fail course, providing he/she receives a passing grade in that course. If a student fails a course, it will be recorded as an F grade.

The student should declare his/her intent to choose pass-fail in a particular course no later than six weeks after the beginning of the semester. More information on pass-fail may be found in the Undergraduate catalog.

D. WITHDRAWAL GRADING POLICY (Total University Withdrawal)

1. Students officially withdrawn from the University during the first half of any semester should be assigned a "W" grade for all courses being taken at the time of withdrawal.
2. Students withdrawing from the University - for any reason - from the course mid point up to one week before the beginning of final examinations should be given "WP" or "WF" in each course being taken, with the evaluation to be made by each of the student's instructors. WP's and WF's will be recorded but will not be used in quality point average computation.
3. Students withdrawing from the University - for any reason - within the last week of regularly scheduled classes and final examination period should be given either a "WP" or "WF" in each course as evaluated by the instructor. The grade F obtained in this manner would be used in the computation of a quality point average as in an F earned by a student who does not withdraw from the University.
4. Students withdrawing from the University during any but the last week of a summer session would be entitled to the consideration given in step B.
5. Students withdrawing from the University during the last week of summer session should be entitled to the consideration given in step C.

E. WITHDRAWAL POLICY

The University must engage its faculty, assign residence hall space, and arrange for meal contracts in advance of each term in accordance with the number of students who expressed their intent to be enrolled. When students withdraw from the University, they create vacancies which cannot be filled, and financial commitments for salaries and services by the University must be honored. The refund policy at Indiana University of Pennsylvania applies to all students enrolled in credit-producing programs at the University either full-time or part-time and becomes effective May 25, 1984.

1. CANCELLATION

Students who have made prepayments to the University, are unable to attend classes, and notify IUP five days prior to the start of classes or earlier are entitled to full refund of all fees paid, LESS APPLICABLE ADVANCE PAYMENT DEPOSITS. To be eligible for such a refund, the student must notify the Director of Accounting in writing five days prior to the start of classes. The Director of Accounting will forward to the registrar copies of cancellation notices and the Registrar will cancel the student's registration and notify the appropriate University offices. Students who use University residence halls and/or food service the week prior to the start of classes and cancel, will forfeit an amount equal to one week's fee for such services plus the full amount of any advance deposit payment.

2. TOTAL WITHDRAWAL FROM THE UNIVERSITY.

Students who register for classes and then withdraw from the University on or after the fourth day preceding the start of classes are subject to the following:

- Undergraduate students withdrawing from the University must process such withdrawal through the Center for Student Development, 114 Clark Hall. Graduate students must withdraw through the Graduate School Office, Stright Hall. The official withdrawal date will be established by the Center for Student Development (undergraduate) or the Graduate School office (graduate).
- Students totally withdrawing from courses, upon receiving approval from the applicable office (Center for Student Development or Graduate School), will forfeit a portion of the semester charges in accordance with the following schedule:

Withdrawal on Calendar Day Basis	Percentage of Student's Total Semester Charges to be Forfeited
4 days prior to the start of classes through 14	20%
15 through 21	30%
22 through 28	40%
29 through 35	50%
36 or beyond	100% (no refund)

The start of calendar days is defined as the first day of classes as scheduled on the University calendar.

Refunds for students receiving financial assistance from scholarships, loans and/or grants will be returned to the source of aid in accordance with the provisions prescribed by the funding source.

- During summer sessions, students totally withdrawing from the University, upon receiving approval from the applicable office (Center for Student Development or Graduate School), will forfeit a portion of the total session charges in accordance with the following schedule:

Calendar Day of Withdrawal	Percentage of Student's Total Session Charges to be Forfeited
First class day through fourth calendar day	50%
Fifth calendar day and beyond	100%

The Associate Provost will determine the official start of classes for each semester or session. Refunds to students enrolled in credit-bearing summer conferences, institutes, workshops or tours of less than three weeks duration will be granted a 50% refund through the first day of the class (unless a no refund policy is required by the sponsor).

3. INDIVIDUAL COURSE WITHDRAWAL

A student may cancel an individual course(s) up to four days prior to the first day of classes by notifying the Registrar in writing. If a student cancels a course(s) prior to the fourth day preceding the start of classes, no penalty will be charged and the student will receive 100% refund for the course(s) cancelled. No refunds will be made to full-time students who withdraw from individual courses after the fourth day preceding the first day of classes.

Individual course withdrawal is defined as a reduction in class load but not total withdrawal from the University. Example: a student who registers for three courses and then withdraws from one or two classes but continues with the other class or classes.

Part-time students (undergraduate students who register for less than 12 credits and graduate students who register for less than 9 credit hours) will forfeit a portion of the credit-hour fee in accordance with the following schedule:

Calendar Day of Individual Course Withdrawal	Percentage of Student's Instructional Fee to be Forfeited
Fourth day prior to the first class day through 35	50%
36 and beyond	100%

Refunds will be granted only for instructional fee. No refund will be granted to students who drop and add like number of credits hours. Refunds will be granted students for individual course withdrawals during the summer sessions under the same basis as outlined under II-C.

4. TERMINATION OF RESIDENCE HALL OR FOOD SERVICE CONTRACT

- Academic Year (Fall and Spring Semesters)

1. Residence Hall Termination

Students who request in writing and are released from their Residence Hall Contract by the Office of Housing and Residence Life prior to the fourth day preceding the start of classes, will be assessed no forfeiture, and the student will receive a 100% refund of the residence hall fee, less applicable advance deposits. Students who request in writing to terminate their University Residence Hall Contract on or after the fourth day preceding the first day of classes and are granted a contract release from the Office of Housing and Residence Life will forfeit one week's residence hall rental for each week or portion thereof the student is assigned to a University residence hall. A week's rental charge is determined by dividing the semester's fee by the number of weeks comprising the semester. The specific date of release will be determined by the Office of Housing and Residence Life.

2. Food Service Termination

Students who are released from their Food Service Contract by the Office of Housing and Residence Life prior to the fourth day preceding the start of classes, will be assessed no forfeiture, and the student will receive a 100% refund of the food service fee, less applicable advance deposit. Students who request in writing to terminate their food Service Contract on or after the fourth day preceding the first day of classes and are granted a contract release from the Office of Housing and Residence Life will forfeit a portion of the semester charges in accordance with the following schedule:

Date of Termination from Food Service Contract	Percentage of Semester Fee to be Forfeited
Fourth day prior to the first class day through 35th calendar day	50%
36th calendar day and beyond	100%

b. Summer Sessions

Once a student applies for and receives a housing and/or food service assignment, he or she must request in writing and obtain a release of that assignment from the Office of Housing and Residence Life in order to be eligible for a refund in accordance with the following schedule:

Date of termination from Residence Halls and/or Food Service	Percentages of Session Charges to be Forfeited
Check-in date* through fourth calendar day of classes	50%
Fifth calendar day and beyond	100%

*The Office of Housing and Residence Life will publish the date students are to check into the residence halls for each summer session. The check-in date is the effective date of the student's contract.

5. Other Provisions

No refunds will be granted unless formal withdrawal procedure has been initiated through the Center for Student Development by the student at the point of withdrawal. Written and dated notice is required by the student or the student's family in special circumstances, such as sickness, within 30 days of the student's withdrawal.

No refunds will be granted by the University to students who are suspended or expelled from classes, residence halls, and/or food service.

The Center for Student Development (for undergraduate students) and the Graduate School office (for graduate students) may request exceptions to these policies to grant pro-rated refunds when circumstances justify it. Example: death, medical reasons, or military obligation.

The Accounts Receivable Office, Administrative Annex, is responsible for implementing this refund policy. Students who wish to appeal the decision rendered by the Accounts Receivable Office may do so through the Director of Accounting to the Vice President for Finance.

F. LATE PAYMENT FEE POLICY

All students must pay a minimum of one half of their net semester fees (total student fees less financial aid deductions and applicable advance deposit payments) by the due date contained on the initial semester billing statement. A delinquent balance from previous semesters or sessions must be paid in total and will not be included in the calculation of "net fees." Student payments of less than one half of the net semester fees will be returned to the student unprocessed by IUP. Students who cannot meet the minimum one-half payment may appeal to the Director of Accounting for an exception. If the exception is granted, the student must agree and sign a payment schedule mutually designed and accepted by the Director of Accounting which will include a Late Payment fee.

Students opting to take advantage of the University's deferred payment plan by making one-half payment of their semester fees prior to the start of classes will be billed at the mid-semester point for the balance of their account. If a student's mid-semester bill is not paid in full by the due date contained on the mid-semester bill, a Late Payment Fee will be assessed.

The Late Payment fee will be assessed in the following manner:

Balance Due	Late Payment Fee
\$ 0 - \$ 9.99	None
\$10 - \$24.99	\$5 Day, Max. \$5
25 - up	\$5 Day, Max. \$25

The maximum late fee will be assessed each semester/session as long as the student's account remains in a delinquent status.

A Late Payment fee will not be assessed a student incurring a charge after the semester class sessions begin until such charge is billed to a student and the due date contained on the student's bill for that charge has expired.

The Late Payment Fee can be waived by the Director of Accounting or the Vice President for Finance where circumstances warrant it.

G. TITLE IX FEDERAL STUDENT ASSISTANCE - SATISFACTORY ACADEMIC PROGRESS POLICY FOR UNDERGRADUATE STUDENTS OVERVIEW

"In order to receive Student Financial Aid under the programs authorized by Title IV of the Higher Education Act, as amended a student must be maintaining satisfactory academic progress in the course of study that he/she is pursuing." (Federal register/ Volume 48, No. 195/ Thursday, October 6, 1983).

Title IV Financial Assistance programs include the following:
Pell Grant
Federal College Work Study Program
Supplemental Educational Opportunity Grant
National Direct Student Loan
Guaranteed Student Loan
Parental Loan for Undergraduate Students
Auxiliary Loan to Assist Students

Maintaining Satisfactory Academic Progress at IUP for Title IV assistance purposes is defined as being in compliance with the University's Academic Standards Policy (see page 33 for a complete description of The Academic Standards Policy). Failure to meet the guidelines of the Academic Standards Policy will result in a loss of funding from all Title IV programs. The effective date for implementation of this policy for Title IV programs is July 1, 1984.

TIME FRAME FOR DEGREE COMPLETION

All students must complete their degree requirements within an established time frame. Since enrollment status may vary from semester to semester, the maximum time frame for degree completion is measured in terms of credits attempted at IUP.

Under normal circumstances, an undergraduate student should complete the requirements for a Bachelor's Degree at the point of having 165 registered credits at IUP. Since 75% of the registered credits must be earned in order to be maintaining Satisfactory Academic Progress, 124 credits (the number required for graduation) would be earned at the point of having 165 registered credits.

For Music Education majors, the maximum number of registered credits at IUP is 181 since this program requires 136 credits for graduation.

Students who exceed these credit guidelines due to loss of transfer credits, change of major, or double majors will be screened by their academic dean for continuance in good standing.

TREATMENT OF AUDITS, INCOMPLETES, AND OTHER GRADES

Audits, "S", and "U" Grades

Course audits, "S" and "U" grades are not reviewed or counted for academic progress purposes.

Incompletes

Grades of "I" and "R" are treated as credits attempted; zero credits earned no effect on QPA. A negative impact on the quantitative measure of Satisfactory Academic Progress would result from receiving an "I" or "R". There would be no effect on the qualitative standing.

"F" Repeat with Replacement

An "F" repeat with replacement is treated as credits attempted / credits earned / with the quality points of the new grade replacing the 0.00 QP of the original "F" grade / This type of course repeat has a positive effect on both the qualitative and the quantitative academic standing of a student.

"D" Repeat with Replacement

A "D" repeat with replacement is treated as credits attempted / zero credits earned / with the quality points of the new grade replacing the 1.00 QP of the original "D" grade. This type of course repeat has a positive effect on the qualitative academic standing of a student (assuming that the repeated grade is greater than a "D") but a negative effect on the quantitative standing.

Repeats with Averaging

Repeated classes that are averaged into a student's record are treated as credits attempted / credits earned / with the QP averaged into the cumulative QPA. Although repeats with averaging might not negatively effect a student's academic standing, it may effect the maximum time frame for degree completion since the student is accumulating credits that do not apply towards his / her degree requirements.

Withdrawals

Grades of "W", "WP", or "WF" are treated as credits attempted / zero credits earned / no effect on QPA. Any type of "W" grade would have a negative impact on a student's quantitative academic standing. "W" grades produce no effect on the student's qualitative academic standing.

Non-Credit Courses

Non-Credit classes are not used in measuring Satisfactory Academic progress since this type of class can not be applied towards degree requirements and no financial aid may be received for enrollment.

Remedial Classes

Currently, there are no remedial classes offered through IUP.

ADDITIONAL INFORMATION

Additional information concerning this Satisfactory Academic Progress Policy as it relates to Title IV Assistance programs may be directed to:

Financial Aid Office
308 Pratt Hall
IUP
Indiana, PA 15705
412-357-2218

AFFIRMATIVE ACTION POLICY FOR IUP

Indiana University of Pennsylvania affirms the concept of human rights and dignity and is committed to provide leadership in taking action to assure equal educational and employment rights for all persons without regard to race, color, religious creed, lifestyle, affectional or sexual preference, handicap, ancestry, national origin, union membership, age or sex. Respect for the individual in the academic community must not be abridged and abuse, harassment or disregard of a person based on any of these characteristics is particularly intolerable on the University's campus.

Affirmative action will be taken to insure the implementation of this policy in University employment and admissions. This policy and the obligation to provide equal opportunity includes the following commitment:

1. To recruit, hire, utilize, train and promote for all job classifications and to admit and educate students without regard to race, color, religious creed, lifestyle, affectional or sexual preference, handicap, ancestry, national origin, union membership, age or sex.
2. To base decisions on selection, employment practices, employee utilization, job training, career mobility, promotion, program operation and services provided so as to further the principles of equal employment opportunity and affirmative action.
3. To assure that all other personnel actions, such as compensation, benefits, transfers, furloughs, returns from furloughs, agency sponsored training, educational benefits, tuition assistance, social and recreational programs, etc., are administered in keeping with the policy, strategies, objectives, goals and time tables of the Equal Opportunity Act and the Affirmative Action Plan of the University.
4. To create and maintain a work-place and educational climate that is free from discrimination and harassment of any employee or student.
5. To create and maintain a work-place and educational climate free from sexual harassment of employees or students.
6. To make every effort to increase employment and educational opportunities for qualified handicapped applicants and employees.
7. To assure that in offering employment or promotion to handicapped persons, no reduction in compensation will result because of disability income or other benefits.
8. To assure that reasonable accommodations will be made for the physical limitations of an applicant or student.

As an equal opportunity / affirmative action employer, this document is applicable to employees / enrollees of IUP under provisions of federal state laws including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 503 and 504 of the Rehabilitation Act of 1973 as well as federal and state executive orders. This policy extends to disabled veterans and veterans of the Vietnam era. This document supersedes the August 8, 1975, Affirmative Action Plan adopted by the Board of Trustees.

Overall responsibility for the implementation of the University's affirmative action program and policy has been assigned to Mr. Robert Gaylor, Assistant Provost and Mr. Ronald Bartlebaugh, Director of Personnel at IUP.

Any employee or student having suggestions, problems, or complaints with regard to Equal Employment Opportunity or Affirmative Action is encouraged to contact the Assistant Provost. Mr. Robert L. Gaylor, Assistant Provost, can be reached by writing to 215 A Sutton Hall or calling Ext. 4466.

CAMPUS RULES AND REGULATIONS

A. GOVERNING IUP STUDENT BEHAVIOR

1. Automobile and Parking Regulations

- a. Resident students are not permitted to bring automobiles or motor-bikes to the campus with the exception of the following provisions:
 1. Medical reasons
 2. Work assignments requiring an automobile
 3. Student teaching
- b. A resident decal for your vehicle may be obtained upon written application to the Campus Police Office, First Floor, John Sutton Hall.
- c. Parking violators will have vehicles ticketed and a fine of \$3 to \$5 assessed. A written request for a review of the ticket should be sent to the Campus Police within five days. If the fine is not paid, a traffic citation will be filed with the magistrate's court.
- d. A copy of the regulations will indicate what parking lots can be utilized for parking. The following are for student areas:

RESIDENT STUDENT AREAS

1. Turnbull-Langham Lot
2. Stadium Lot-third row

COMMUTER STUDENT AREAS

1. Stadium lot beginning with the third row
2. Student Union lot
3. Railroad bed
4. Pratt drive, from Maple Street to the end of the road
5. Shafer Hall lot (staff and commuter students - first come, first serve)
6. Stonewall lot
7. Foster Hall (unreserved)
8. Esch lot

e. Visitor Areas

1. Reserved spaces in front of Clark Hall and Pratt Hall
2. Front of Student Union, Pratt Drive (metered spaces)

A copy of the regulations will indicate what parking lots can be used and also by signs.

2. INVOLUNTARY WITHDRAWAL POLICY

The University community occasionally faces the problems of students who pose a threat to themselves or others, who are unable to cope with their own needs, or who create a pattern of extreme disruption.

If such behavior constitutes a violation of University rules and regulations the case will be referred to the University Judicial System for action.

If the student's behavior occurs in the absence of any violation of rule or regulation, the Vice President for Student and University Affairs will investigate the situation and the effect of behavior on the student and the University community. The Vice President may require a personal interview with the student. If, as a result of this investigation, the Vice President determines that the student's withdrawal from campus may be necessary he/she will recommend a withdrawal to the student. If the student will not withdraw voluntarily, the Vice President will appoint an Ad Hoc Committee to advise him/her in the disposition of the case. The Ad Hoc Committee will normally consist of the student's Dean or Department Chairperson and medical and psychological representatives from the Center for Student Development. Neither representative should have had direct professional contact with the student. The Ad Hoc Committee will recommend to the Vice President a course of action which may include involuntary withdrawal of the student from campus with conditions for readmission.

Students who leave the campus under the above conditions, either voluntarily or involuntarily, will be readmitted to the University only after being cleared by the Vice President for Student and University Affairs with concurrence of the Dean of the College enrolled. Permission for readmission will typically be based on the student's demonstrating a period of stable behavior outside the University and may require statement from a physician, psychologist, or other qualified professional that the student is ready to return and cope with the stresses of University life. Conditions for follow-up services may be required as part of the readmission decision.

It is understood that involuntary withdrawal for a student from the campus will be undertaken only as a last resort. Every effort will be made to help the student understand the consequences of their behavior, make responsible decisions and develop skills that will allow them to function in the IUP community.

3. IUP ALCOHOL POLICY

These policy statements which are consistent with Pennsylvania Statutes are designed to govern the use of alcoholic beverages of University and Student Cooperative Association property. All University community members are expected to comply with these regulations.

- a. Pennsylvania law prohibits the possession and consumption of alcoholic beverages by individuals under age 21.
- b. Pennsylvania law prohibits the sale of alcoholic beverages by anyone unless they have the proper license issued by the Pennsylvania Liquor Control Board.
- c. Alcoholic beverages are not permitted on University or Student Cooperative Association grounds or in buildings including residence halls except as provided in d below.
- d. It is recognized that alcoholic beverages are often served at social functions. Therefore the University and Student Cooperative Association have established the following policies concerning the possession and consumption of alcoholic beverages on University property.

1. Alcoholic beverages may be possessed and served at University functions provided that written permission is granted by the appropriate Vice President or his/her designee prior to the event. When alcoholic beverages are served the event host is responsible for the supervision of the event and insuring that state law is followed.
2. University or Student Cooperative Association professional staff whose permanent place of residence is on campus may possess and consume alcoholic beverages in their residence.
3. Non-University guests who schedule University facilities following the University scheduling policy may serve alcoholic beverages provided that approval is granted by the Vice President for Finance.
- e. State funds may not be used to purchase alcoholic beverages.
- f. Alcoholic beverages are not permitted within the gymnasium or fields at athletic events.
- g. The advertising of alcoholic beverages to attract attendance to an event is prohibited.

4. IUP STUDENT RECORD POLICY

- a. The right of students and alumni to review their educational records applies retroactively to the date of passage (June 21, 1957) of the Right-to-Know Law. In these guidelines the word "students" shall be defined to mean all individuals who have matriculated at IUP since June 21, 1957.
- b. Students will, upon request, be given access to their educational records. Educational records mean those records, files, documents and other materials which contain information directly related to a student and are maintained by the University or by a person acting for the University. The term does not include records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto to which are in the said possession of the maker thereof and which are not accessible or revealed to any other person except an official substitute for the maker. A list of official student records may be obtained from the Vice President for Student and University Affairs.
- c. Students who wish to see their records must make an appointment in advance with the proper official. The official must honor the request within five working days.
- d. No evaluative materials may be removed from any University files by the student. A student is entitled to one copy of photostat of any material contained in their file. Any costs involved shall be the responsibility of the student.
- e. The University official has the right to destroy "irrelevant, dated, defamatory, or unnecessary" evaluative or opinion records in the file. The official has wide authority to make such judgments with or without the consent of the student affected or the person who submitted the information. An exception is where the student's records have been communicated to a person outside the institution, e.g., a potential employer. In such cases, the student shall be given the opportunity to view and copy the information before it is destroyed.
- f. Students will be permitted to insert a rebuttal concerning any material contained in their files.
- g. A student may challenge the accuracy of material contained in his/her file. Once such a challenge is made in writing, it will be the responsibility of the University official in charge of the file to determine the validity of the challenge. The University official shall make a written request to the student's challenge specifying the action taken. Should a factual error be found in any materials, the University may submit a written appeal of the decision of the Vice President for Student and University Affairs within six calendar days. The Vice President will convene the University Judicial Board or a similar hearing body to review the appeal.
- h. A University official may not release a student's record without the written consent of the student. The only exceptions to this guideline are those outlined in the Family Educational Rights and Privacy Act of 1974 which include:

- 1.) Directory Information: Indiana University of Pennsylvania classifies the following information as directory information: The student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous agency or institution attended by the student and other similar information.

The University may release this information upon request unless a student indicates some or all information should not be released. To exercise this right a student must notify the Registrar in writing at the beginning of the fall term, of the information which is not to be released.

- 2.) Health and Safety Emergencies: Information may be released to appropriate parties if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

5. LIBRARY POLICY

- a. Books are charged for circulation on each student's I-Card through computer process.
- b. All circulating materials have a loan period of three weeks, which vary. A charged item may be renewed if no one has requested it. It must be brought to the circulation desk for renewal.
- c. Fines for general overdue materials, except reserve materials, are posted in the library. The following schedule applies for all overdue reserve materials.

Overdue one hour	\$1.00
Overdue two hours	\$2.00
Overdue three hours	\$3.00
Overdue four hours	\$4.00
Overdue five hours	\$5.00
Overdue more than five hours	\$8.00
Maximum fine per day	\$8.00
- d. If you wish to return library materials at times when the library is not open, use the book drop to the left of the steps at the main entrance.
- e. Media Resource follows the same basic policies as outlined above except the materials are circulated from and returned to the Media Resources division.
- f. Eating, drinking and smoking are strictly prohibited in all areas.

6. SIGNS & POSTER POLICY

- a. The posting of signs or posters within the University buildings is the responsibility of the professional staff member identified as responsible for that building.
- b. All posters should carry an expiration date so that the appropriate staff may remove signs immediately following the effective date of the event. Staff shall be instructed that they are free to remove any posters which are clearly no longer applicable because of the date on the poster.
- c. No posters or signs shall be placed on any glass area of the University including windows, doors, or partitions without the approval of the persons in charge of the building. No posters or signs shall be placed on any glass which covers bulletin and notice boards.
- d. No signs or posters shall be affixed to trees or other growing plant life on campus. No signs or posters shall be affixed to park benches and trash receptacles on campus.
- e. Banners may be posted in the Oak grove by presenting the banner to the IUP Maintenance Department located in Eichler Hall and it will be hung by maintenance staff personnel. Students will not be allowed to string up banners.
- f. No banners are permitted to be hung from building roofs of any IUP building.
- g. No chalk writing is permitted on sidewalks or buildings.
- h. Masking tape shall be used, no thumb tacks unless if cork style bulletin boards.

7. SOLICITATION POLICY

- a. Students and recognized student organizations may do business or raise funds on campus provided that they do not become public nuisances in the course of such activities.
- b. Recognized campus organizations must seek written permission from the Vice President for Student and University Affairs in order to sponsor sales by an outside business or campus. Permission will be granted if, and only if, the business is a legitimate one and the campus organization derives a percentage of the business sales.
- c. Once a recognized campus organization has received permission from the Vice President for Student and University Affairs to sponsor a sale by an outside business on campus, the organization should choose a location for the proposed sale and must then seek permission for that location from the person in charge of the building or facility.
- d. If an individual sponsors an outside business within the residence halls, it must be approved by the Vice President for Student and University Affairs a minimum of three days in advance. Upon the receipt of permission from the Vice President for Student and University Affairs, the individuals should reserve a lounge by contacting the Residence Director who is in charge of the desired area. Individuals are not prohibited from conducting their own private business unless they become a public nuisance in the course of the activities.
- e. Organizations that have been granted permission to sponsor sale by an outside business on campus must be able to file, upon request with Student Government Association Committee F-1 (Student Affairs) of the University Senate and, where appropriate, the Residence Hall Association accurate and specified financial statements detailing income and expenditures related to said sale. Where such sales are more or less continuous, such reports may be requested more than once a year.
- f. No door to door sales or solicitation is permitted by an individual or group in a residence hall. Such sales or solicitation must be conducted in the main lounges of the residence halls and with prior permission of the Residence Director.
- g. No campus organization or individual may solicit signatures in the living area of the residence halls. Such signatures may be obtained in the main lounges of the residence halls.
- h. Unknown persons who wish to visit an individual's room in a residence hall must contact the occupant in advance by either telephone or in writing.
- i. No individual or organization not a part of the University community, whether engaged in charitable activities or seeking private profit, may solicit business or donations on campus unless approved by the Vice President for Student and University Affairs. If approval is granted to such an organization for sales or solicitation, such activities can be conducted on the campus only and not inside any University buildings unless previously approved by the building supervisor.

8. STUDENT BEHAVIOR REGULATIONS

For a complete description of the actions and/or behaviors that are prohibited on University owned or University operated property, or on property under the ownership and/or supervision of the Student Cooperative Association see page 49, The Judicial System.

9. STUDENT RIGHTS, FREEDOMS AND RESPONSIBILITIES

IUP has adopted a statement of student rights, freedoms and responsibilities. This statement established University policy concerning access to higher education, expression, improper disclosure, association, inquiry and expression, participation in institutional governance, student publications and off-campus behavior. A complete copy of this statement may be obtained from the office of the Vice President for Student and University Affairs, the Director of Student Personnel Graduate Program, or the Director of Student Activities and Organizations.

10. REGULATIONS ON TELEPHONE AND MAIL SERVICE

- a. Students found guilty of the following infractions will be subject to disciplinary action. Federal Law and the Penal Code of Pennsylvania Provide:

Anyone with intent to defraud, who gives information to the operator or agent of any telephone company, so that the charge therefore is made to the account of another without his authorization, shall be liable to fine or imprisonment or both.

Any person who willfully refuses to relinquish a party line when informed that it is needed for an emergency call to a fire department, a police department, or for the medical or ambulance service is guilty of an offense and subject to fine or imprisonment or both. The statute defines an "emergency" as a situation in which property or human life are in jeopardy and the prompt summoning of aid is essential. It is also made an offense subject to the same penalties to obtain the use of a party line by falsely stating that it is needed for such an emergency call.

- b. Students are warned that it is an illegal act to use fictitious names in order to receive articles through the United States mails.

11. EVACUATION PROCEDURES

The following building evacuation procedures will be implemented by occupants of IUP buildings in the event of a fire alarm.

- a. Before a Fire
 1. Know the location of all fire alarm stations.
 2. Know the location of all EXITS.
 3. If a student has special needs due to a disability, the student should notify responsible staff members in order that special evacuation plans can be made in the event of an emergency.
- b. Discovering a Fire
 1. Sound the fire alarm immediately.
 2. Telephone Fire Emergency Number . . . 2141 or use emergency call box phones.
 3. Shut all doors and windows.
 4. Vacate the building by the nearest accessible EXIT.
- c. Hearing the Fire Alarm Sound
 1. Open curtains
 2. Close all windows tightly.
 3. Put on shoes and coat and take a towel along to cover the face.
 4. Vacate the room and close the door.
 5. Vacate the building by the nearest accessible EXIT.
- d. Do not use Elevators
 1. If power fails, they may stop and occupants would be trapped.
 2. Walk at a safe speed and use nearest accessible EXIT.
- e. After Vacating the Building
 1. Listen for instruction from staff members and safety officers.
 2. Leave the immediate area of the building.

B. GOVERNING CAMPUS RESIDENCE HALLS

1. Dining Hall Regulations

- a. All students living in the University residence halls are required to eat in University dining halls
- b. Non-resident students may make arrangements with the Office of Housing and Residence Life to contract for food service.
- c. Students may bring their guests to dining halls at current meal rates.
- d. Transportable meals and/or refunds will be provided upon approval by the Office of Housing and Residence Life for students who will not be on campus because of teaching, training, athletic events, internships or field trips. Arrangements must be made with the Office of Housing and Residence Life prior to the specific function by the appropriate staff member.

2. Housing Regulations

Information concerning housing regulations may be found in the Residence Hall Contract.

C. GOVERNING STUDENT ACTIVITIES AND ORGANIZATIONS

1. CAMPUS FILM POLICY FOR RECOGNIZED ORGANIZATIONS

- a. A recognized organization desiring to show a film must first schedule a University facility for the purpose through the proper scheduling office. The organization is expected to comply with the policy for scheduling University facilities. A copy of this policy is available from the Scheduling Office or the Office of Student Activities and organizations.
- b. The organization shall, at least 15 work days before using the scheduled facility, register that date and the proposed film title on the Master Calendar in the Office of Student Activities and Organizations, Pratt Hall 102. The first organization to log the film title shall have priority in scheduling that film. A copy of the completed scheduling form shall be presented at this time for sign-off by the Director of Student Activities and Organizations or his/her designee, or such registration is not confirmed. A copy of the confirmation from the film distributor may also be requested.
- c. Personnel trained by the Office of Student Activities and Organizations are the only ones permitted to operate projection equipment in University facilities. Arrangements for trained personnel must be made through the Office of Student Activities and Organizations at the time the film is registered.
- d. Box office personnel must be secured through the Office of Student Activities and Organizations. The personnel will assist in the enforcement of University regulations and the collection of all monies. They will also prepare the attendance report for signature by a member of the sponsoring organization and the Director of Student Activities and Organizations or his/her designee.
- e. All organizations showing a film rated "X" by the Motion Picture Code and Rating Administration shall advertise that no individual under 17 years of age will be admitted. Notification of this fact shall be posted at the entrance at the time of showing. An organization should request the proper identification to be shown at the door. The organization must comply with all appropriate statutes governing the Commonwealth of Pennsylvania, a copy of which is on file in the Office of Student Activities and Organizations. The organization has the responsibility to enforce this admission policy.
- f. Admission to on-campus film showings is limited to IUP faculty, students, staff and their guests. Appropriate identification should be required at the door.
- g. At least one identified member of the sponsoring organization must be present at all times during the showing of their film.

- h. All advertising must include the name of the film, where it is being shown, the showdate(s) and time(s), admission charge(s), the MPAA rating, and the name of the sponsoring organization. Generally off-campus advertising is prohibited by film distributors. In cases where off-campus advertising is desired, approval is needed from the Director of Student Activities and Organizations or his/her designee in writing. Written permission from the film distributor for such advertising may be required.
- i. All projector and personnel fees must be paid by the sponsoring organization. The fee for projector rental in Fisher Auditorium is \$7.00 per running hour. Arrangements to pay all fees must be made with the Director of Student Activities and Organizations or his/her designee prior to the showing of the film. The Student Cooperative Association, the projectionist and the University will not be responsible for films not picked up the night of the final showing.
- j. Failure to follow this policy may result in forfeiture of the use of University facilities. The Office of the Director, of Student Activities and Organizations will determine and notify the proper scheduling office and the organization of such forfeiture. If forfeiture results, the group may ask the Vice President for Student and University Affairs or his/her designee to review the decision.

2. MINIMUM STANDARDS FOR SOCIAL GREEK-LETTER ORGANIZATIONS

a. Introduction

The two-hundred old, tradition-rich social Greek-letter organizational system is uniquely qualified to contribute positively to the primary mission of colleges and universities in their role as educational institutions. A partnership therefore exists between social Greek-letter organizations and their host institution in promoting the personal, social, intellectual, cultural, physical and moral development of their members.

Indiana University of Pennsylvania (IUP) hereby reaffirms its support for and encouragement of the objectives and activities of its recognized social Greek-letter organization. IUP also recognizes the unique character and history of each of these organizations and supports the rituals and traditions by their national organizations.

The following standards for social Greek-letter organizations are designed to promote conduct consistent with the principles of sound business practices and responsible citizenship, and the stimulation of substantial intellectual achievement and leadership development. These standards are geared further to encourage a spirit of cooperation between social Greek-letter organizations and to assure all students of the opportunity for a sustaining and rewarding educational experience.

b. Standards

- 1.) Each organization must be a member in good standing of an appropriate coordinating body of IUP (i.e., Interfraternity Council, Panhellenic Council, or Black Panhellenic Council).
- 2.) All organizations and individual members must be considered to be in good standing by their national organization, if so affiliated.
- 3.) Each organization must have at least one contact per semester, either in writing or in person, with an official representative of its national organization, if so affiliated.
- 4.) Each organization must maintain a group Q.P.A. of no less than 2.00 each semester. All members, including active, pledge, associate and affiliates, will be considered in calculating this average. This does not supersede more stringent requirements established for an organization by its national organization or its coordinating body; the higher Q.P.A. requirement must be met in such instances.

- 5.) Each organization must have an advisor who is a member of the IUP faculty or staff.
- 6.) Each organization must submit acceptable proof of an annual, written operating budget to the Office of Student Activities and Organizations at least thirty (30) days prior to the start of its fiscal year. Such proof will consist of a copy of the budget or a letter from the organization's faculty/staff advisor verifying the existence of the budget.
- 7.) Chapter houses, suites and offices must conform with all fire, safety and health codes as established by state and local governments of IUP, as appropriate, and by the applicable coordinating body.
- 8.) Dumpsters and/or trash containers must be present at each chapter house to provide for adequate removal and storage of garbage and trash.
- 9.) No trash, furniture or discarded items may be left overnight in the yard or on the roof of a chapter house.
- 10.) Each organization will be held accountable and responsible for the action of groups affiliated or associated with it (e.g., pledges/associates, nationally-affiliated alumni, Little Brothers/Sisters, auxiliaries, interest groups).
- 11.) All organizations must adhere to all state laws and IUP policies concerning alcohol possession, use, and consumption. It is the responsibility of each organization to become familiar with the applicable laws and policies and the specific provisions contained therein.
- 12.) Each organization must conform with all policies regarding pledge education and hazing as established by IUP and by its national organization.
- 13.) No mandatory pledge education event or activity may be scheduled when it would conflict with classes, test periods, required academic activities, or when it would violate the University hazing policy.
- 14.) Violations of state and local laws by an organization will be considered to be violations of IUP policy and may be adjudicated by the appropriate hearing body.

c. Hearing Process

The applicable coordinating body (i.e., Interfraternity Council, Panhellenic Council, Black Panhellenic Council) is expected to serve as the mediator for disputes among and between its member organizations and to enforce its own rules and regulations.

The Recognized Organization Review Board (RORB), however will hear all cases wherein a social Greek-letter organization is alleged to have violated IUP policy. In any such instance, the president of the applicable coordinating body shall appoint a representative, one who is not directly affiliated with the organization against which the allegations have been brought, to serve as a voting member of the RORB for the duration of the particular hearing.

After appropriate notice of the specific infraction(s) and upon hearing all evidence, the RORB shall reach a decision and make its recommendations to the Vice President for Student and University Affairs, who will then reach a decision and so notify the organization against which the allegations have been filed. The organization shall then have five days to appeal this decision, in writing, to the Vice President for Student and University Affairs, before a final verdict is reached as to whether charges should be dismissed or whether such action in response to charges should be taken.

The organization against which an allegation has been filed may be represented by counsel and shall have an opportunity to file a written brief within five days after the hearing. A copy of the hearing transcript may be requested at the organization's cost.

d. Evaluation

Each organization is responsible for complying with the minimum standards as established herein at all times. Any person or organization may file charges against an organization in accordance with the procedures of the applicable IUP policies.

The Office of Student Activities and Organizations will also evaluate compliance with the minimum standards on a regular and periodic basis, with a goal of a complete review no less than once every three academic years. A standing committee will be appointed by the Director of Student Activities and Organizations or his/her designee for the purpose of conducting this review and evaluation. Such committee shall consist of representatives from the applicable coordinating bodies, the Office of Student Activities and Organizations, and other interested individuals as deemed appropriate by the Director of Student Activities and Organizations.

The evaluation process is designed to identify organizational strengths and weaknesses while providing guidance in making desirable improvements. Upon completion of such a review, the standing committee will complete a report on the status of the organization, which may include recommendations for improvement in specified areas of organizational operations. A hearing will then be conducted by the standing committee in accordance with the guidelines established for the RORB, with any appeal directed to the Director of Student Activities and Organizations.

Based on a final report, an organization may then be presented with a set of recommendations, or "challenge guidelines," which address its specified needs, along with appropriate deadlines for attainment. The individual character and difficulties of each organization will be considered by the evaluation committee in developing these recommendations. Under normal circumstances, challenge guidelines would not be recommended for an organization that is in good standing with its coordinating body and with IUP. Assistance in achieving these goals will be provided by the Office of Student Activities and Organizations. Examples of such challenge guidelines include, but are not limited to, the following.

- 1.) Each organization should provide evidence of significant service to the University and community. Such service can include, but is not limited to, such programs as community service projects, local or national philanthropies, and participating and leadership in non-Greek recognized campus organizations.
- 2.) All organizations sponsoring events at which alcoholic beverages are served should be mindful that alcohol should not be the primary focus of any activity. The organization should recognize another individual's right to drink or not to drink and should avoid encouraging or reinforcing irresponsible behavior. Appropriate restrictions on such events may be assigned in the event such guidelines are violated.
- 3.) The pledge education program of each organization should include demonstrable emphasis or academic achievement and should serve to enhance the education mission of IUP.
- 4.) Each organization should have an alumni advisor who is an initiated member of the national organization.
- 5.) Each organization should maintain a current listing of its alumni and their addresses. A publication to these alumni should be produced and distributed on a regular periodic basis.
- 6.) Each organization should establish an alumni organization, house corporation, or similar body in order to provide stability, managerial expertise, and financial support.
- 7.) Each organization should limit its uncollectable debts to a sum no greater than 5% of its gross annual income.

- 8.) Each organization should insure its facilities and property in reasonable amounts against loss by fire and theft, or have an appropriate self-insurance fund. They should also carry an appropriate amount of liability insurance for their members, pledges, associates and advisors.
- 9.) All members who agree to live in a chapter house should sign a housing contract which defines the responsibility of a member to the organization, including, but not limited to, such provisions as rent payments and penalties for vacating a room before the end of the contract period.
- 10.) A Capital Development Repair Fund ought to be maintained for all chapters, whether through the chapter, alumni organization, national headquarters or other appropriate group. Chapters which have off-campus houses should annually deposit an amount equal to at least 10 percent of their gross rental income into this account, which should be maintained separate from the chapter's operating account.

3. PUBLICATIONS POLICY

To improve the image and strengthen the reputation of the University, it is essential that all publications leaving campus and identified as originating at IUP be consistent and of the highest quality.

A fundamental purpose of all publications: To enhance the image of IUP.

- a. All publications must be cleared by the Executive Director of University Relations or his designee or the Coordinator of Publication Design and Development.
- b. The printing center will not process orders for any publication without approval.
- c. Off campus printers have been asked to cooperate with the Policy.
- d. Publications will be designated under four major categories.
 - 1.) Image and/or recruitment piece
 - 2.) Workshop, camp, conference or solicitation piece
 - 3.) Internal piece including those mailed to matriculating students, i.e., posters, flyers, newsletters
 - 4.) Special project pieces, i.e., dedications, inaugurations, programs

Category 1

- A. Specific purpose: recruitment of students. Design, color, layout and preparations for printing are responsibility of Publication Office.
- B. All category 1 pieces will be done in school colors with black and white utilized as highlight or secondary colors.
- C. Official IUP logo will be most prominent designation.
- D. Client(s) will provide copy.

Types of Publications

Catalogs, Prospectus, sports brochures, school bulletins. (The Sports Information Director will coordinate all sports publications between specific coaches and the Publications Office.)

Category 2

- A. Specific purpose: to recruit particular clientele to campus.
- B. Publications Office will provide variety of approved designs and layouts.
- C. Colors will be maroon and gray with black and white as highlight or secondary colors.
- D. Official IUP logo will be most prominent designation.

F. Client(s) will provide copy

Types of Publications

Department sponsored workshops or conferences, summer camps and workshops, Foundation solicitation pieces.

Category 3

- A. Specific purpose: to inform clientele about specific programs or events; to provide information to clientele
- B. School colors in coordination with black and white will be utilized unless specifically requested not to by client.
- C. Official IUP logo will be most prominent designation.
- D. Client(s) will provide copy.

Types of Publication

Student Affairs brochures and newsletters to matriculating students. Theater Department event posters, Departmental Newsletters to Alumni, Co-op posters and flyers.

Publications staff will offer expertise, provide layouts and designs by request.

*To ensure proper coordination, all Category 3 pieces should process through the Publications Office whether being printed on or off campus.

Category 4

- A. Specific purpose: to announce events, to provide printed programs for official ceremonies, etc.
- B. Design, layout, and preparations for printing will be responsibility of Publications Office.
- C. School colors in coordination with black and white will be utilized.
- D. IUP logo will be most prominent designation.
- E. Client(s) will provide copy.

PUBLICATIONS PAID FOR WITH NON-STATE AND/OR PRINTED OFF-CAMPUS

So long as the publication originates at IUP and the University's imprimatur is used, the publication falls under the University's Publication Policy. The publication originator shall identify into which category the publication fits and follow the guidelines within that category.

Requests for exceptions within the Publications Policy should be presented to the Executive Director of University Relations.

4. RECOGNIZED ORGANIZATION REVIEW BOARD

The University has established procedures for recognizing clubs and organizations. The responsibility for recognition of groups has been delegated to the SGA Rules Committee and Senate Committee on Student Affairs. However, policies and procedures governing the processing of violations of University regulations and resolving other disputes have not been established. Therefore, it is recommended that a Recognized Organization Review Board (RORB) be established. The duties of this Board is as follows:

- a. Responsibility for reviewing on an annual basis the "Guidelines for Organizational Approval" and "Guidelines for Activity Approval." Make recommendations to Senate Committee on Student Affairs and the SGA Rules Committee as appropriate.
- b. Responsibility for hearing cases of alleged violations of University policy or regulations by recognized organizations or activities and recommended the appropriate sanctions to the Vice President for Student and University Affairs.
- c. Mediate disputes which arise between organizations and the organization's advisor.

1.) Membership

- a. Three students appointed by the SGA president from the SGA Rules Committee in the fall for a one-year term. Two alternate members shall also be appointed.
- b. Three members of Senate Committee on Student Affairs appointed by the Committee in the fall for a one-year term. Two alternate members shall also be appointed.
- c. The Director of Student Activities and Organizations or other individual appointed by the Vice President for Student and University Affairs shall chair the Committee.
- d. To assure continuity, the Committee members should continue until new membership is selected for the following year.

2.) Guidelines

The following guidelines shall apply with regard to the Committee:

- a.) Five members, including the Chairperson are necessary for a quorum with four affirmative votes necessary for an action to take place.
- b.) No member of the Committee should be involved in hearing an alleged violation against a student group in which they hold membership or in which they are sufficiently aware of the situation to prevent them from being objective. Alternate members of the Committee shall be named if necessary.
- c.) Charges of a violation of University regulations or policy can originate from any member of the University community. The person bringing the charge must report the case in writing to the Director of Student Activities and Organizations, or the Vice President for Student and University Affairs. Such incidents should be reported in a timely fashion and no later than thirty days after the occurrence of the incident if it is to be heard. If there are extenuating circumstances, a case reported later than thirty days after the occurrence of the incident may be heard if approved by the Vice President for Student and University Affairs.
- d.) The president of the recognized group and its advisor shall be informed in writing of the specific charges and given a minimum of five class days' notice prior to appearing before the Review Committee.
- e.) The notification of charges shall include but not be limited to the following information: the specific charge and person compelling the charge, a brief summary of the facts constituting the charge, and the time and place of the hearing. Should a recognized group choose not to appear before the Review Committee, the case will be heard and adjudicated based upon the facts available.
- f.) All hearings are closed unless the group requests an open hearing. However, the Chairperson may regulate access of spectators to the hearing.

- g.) No hearings should be held during finals, breaks or a week before these times.
- h.) A recognized group may challenge any member of the Review Committee prior to hearing the particular case. Upon hearing the details of the challenge, the Chairperson of the Committee will either uphold the challenge and/or appoint an alternate Committee member or deny the challenge.

3. Sanctions

The Review Committee may recommend that any or all of the following penalties be levied against an organization. These sanctions include the following:

- a.) Organizational privileges may be denied
 - b.) Recognition status may be revoked.
 - c.) Organizations may be placed on probation for a length of time during which certain or all privileges may be denied or organizations may be placed on suspension for a period of time during which all privileges will be denied.
 - d.) Withdrawal of budget funds from Co-op may be recommended.
 - e.) Restriction of social activities may be imposed.
 - f.) Financial restrictions may be required.
 - g.) Community service may be required.
- The review Committee shall hear cases and make recommendations as to the sanction to the Vice President for Student and University Affairs. Upon receipt of the recommendation, the Vice President for Student and University Affairs shall review the recommendation and notify the recognized group of the decision.

4. Appeals

Upon receiving the results of a hearing the recognized group may appeal for the following reasons:

- a.) Denial of a fair and reasonable hearing.
 - b.) New evidence (only applies when there is acceptable reason to explain why the evidence could not be presented at the original hearing).
 - c.) Excessively harsh or cruel sanction.
- If a recognized group wishes to appeal, it must submit a written request with the reason for the appeal to the Vice President for Student and University Affairs within six school days after the decision. The Vice President for Student and University Affairs will determine if there is sufficient reason for an appeal. If there is sufficient reason for appeal, the case will be heard by a Committee chaired by the Vice President for Student and University Affairs and two SGA Rules members and two Committee on Student Affairs members. Members of the recognized Organization Review Board who heard the original case may not serve as members of the Appeals Committee.

5. Mediation Disputes

The Board may act as a mediator in disputes between organizations and their advisor, upon request by either the officers or advisor.

The Board shall hear both sides of the dispute, and attempt to help the parties reach agreement. The Board may also make recommendations for a settlement to both parties.

The Board's recommendation shall be advisory only, unless both parties request in advance that the Board hear the dispute and render a binding recommendation.

Addendum from Minimum Standards for Social Greek-Letter organizations.

HEARING PROCESS

The applicable coordinating body (i.e., Interfraternity Council, Panhellenic Council, Black Panhellenic Council) is expected to serve as the mediator for disputes among and between its member organizations and to enforce its own rules and regulations.

The Recognized Organization Review Board (RORB), however, will hear all cases wherein a social Greek-letter organization is alleged to have violated IUP policy. In any such instance, the president of the applicable coordinating body shall appoint a representative, one who is not directly affiliated with the organization against which the allegations have been brought, to serve as a voting member of the RORB for the duration of the particular hearing.

After appropriate notice of the specific infraction(s), and upon hearing all evidence, the RORB shall reach a decision and make its recommendations to the Vice President for Student and University Affairs, who will then reach a decision and so notify the organization against which the allegations have been filed. The organization shall then have five days to appeal this decision, in writing, to the Vice President for Student and University Affairs, before a final verdict is reached as to whether charges should be dismissed or whether such action in response to charges should be taken.

The organization against which an allegation has been filed may be represented by counsel and shall have an opportunity to file a written brief within five days after the hearing. A copy of the hearing transcript may be requested at the organization's cost.

5. SCHEDULING UNIVERSITY FACILITIES

The scheduling of all University facilities, with the following exceptions, will be made through the Office of the Associate Registrar, G-8C Sutton Hall (Ext. 2652 or 2653). EXCEPTIONS: Cogswell Auditorium (Call Chairperson, Music Department); Memorial Field and Zink Hall (call Assistant Athletic Director); Ackerman 110 (Call Dean, College of Home Economics); Pierce Hall (Call Chairperson, Department of Military Science); Room 306, 311, 312, 313 Pratt Hall (Call Admissions Office, Ext. 2230); Sutton Hall Board Room and Private Dining Room, Foster Hall (Call President's Office, Ext. 2200).

NOTE: THE SCHEDULING CENTER IS RESPONSIBLE FOR SCHEDULING FACILITIES ONLY. IF YOU INTEND TO USE A FACILITY FOR AN EVENT REQUIRING SPECIAL SET-UP (CHAIRS, LECTERN, SOUND SYSTEM, TABLES, ETC.) YOU MUST ARRANGE FOR THE SET-UP WITH MAINTENANCE OFFICE IN EICHER HALL. DETERMINE THE TIME THEY WILL NEED BEFORE AND AFTER YOUR EVENT FOR SET-UP AND CLEAN-UP AND BE SURE YOUR FACILITY IS RESERVED FOR THIS PERIOD AS WELL AS FOR THE EVENT. IF YOUR EVENT WILL INCLUDE FOOD SERVICE, YOU ARE RESPONSIBLE FOR MAKING THESE ARRANGEMENTS WITH THE FOOD SERVICE COMPANY.

University Groups

1. Schools, departments, and other University agencies will generally have priority for scheduling activities located in the buildings that were constructed primarily for their use. However, the University reserves the right to schedule use of facilities in a manner which best serves the interests of the entire University community. The Scheduling Center will have the authority to schedule other activities in those facilities in remaining time slots after the requesting bodies have formulated their schedule of use.
2. The Scheduling Center will consider only requests from groups or organizations officially recognized by the University. Such requests should bear the signature of the organization's advisor. When approval is granted, it is given with the understanding that the activity will be carefully supervised by the advisor and other representatives of the organization. The advisor and the organization will be responsible for control of the activities, for any damages to the facility, and for costs to provide adequate custodial and security support when required.

3. To the maximum extent feasible, users should submit their requests for the use of buildings and facilities to the Scheduling Center prior to the beginning of each fall, spring, and summer session. In order to handle maintenance requirements within a workable time frame, requests for the Blue Room must be submitted ten (10) working days prior to the scheduled event. If your event is cancelled, please notify the Scheduling Center immediately.
4. Academic use, i.e., scheduling courses and examinations, shall be given first priority in facility scheduling.
5. Activities which have normally occurred at the University on a regular basis and are open to the entire academic community shall receive priority over other events.
6. Activities should normally be scheduled into the kind of facilities for which they are constructed. Auditoriums such as McVitty, Cogswell and Beard, are to be scheduled on a priority basis with academic functions being considered first. Pratt Auditorium was developed partly for other University activities and these would be given top priority there.
7. The University has several unique facilities in John Sutton Hall: The Blue Room, The East Parlor and the Gorell Recital Hall. Since an event in one facility could disrupt an event in the other, scheduling any one of them must be handled through the Scheduling Center.

The Blue Room

The Blue Room is intended to be used for receptions, dinners, dances, speakers, seminars, small group events, parties, formal presentations, small concerts and other prestigious entertainments. Priority in scheduling the Blue Room will be given to events which include or benefit a cross-section of the University community.

Requests to schedule the Blue Room will be considered on the basis of the following guidelines:

- A. A complete description of the planned event including time needed for set-up, for actual event and for clean-up should be provided to the scheduling office when a request is made to utilize the Blue Room.
- B. Events held in the Blue Room must be directly supervised by the group advisor and/or the individual who is sponsoring the event.
- C. All requests for special seating arrangements and other set-ups for an event must be made through the maintenance office at least ten (10) working days before the event.
- D. All requests for food service should be made with the Food Service Company at least ten (10) working days before the event.
- E. Any individual or group utilizing the Blue Room must adhere to the regulations governing the use of campus facilities by groups. In addition, no smoking is permitted in the Blue Room at any time.
- F. Requests from non-University groups will be considered only after attempts to schedule the events in some other University facility has failed. Fees are charged to non-University groups for the use of the facilities.
- G. It is the responsibility of the scheduling officer to examine the requests for scheduling the Blue Room. Efforts will be made to prevent a scheduled Gorell Hall event from disrupting an event in the Blue Room and vice versa. If there is a question regarding the appropriateness of the event, the request will be forwarded to the Associate Provost and to the Vice President for Finance who will make a determination as to the appropriateness of holding the described event in the Blue Room.

The East Parlor

The East Parlor is suitable for use for teas or small (less than 30 persons) receptions. Priority will be given to Alumni events for both campus and off-campus groups; however the room will also be available for other appropriate events. The East Parlor should be scheduled through the Scheduling Office. Approval is contingent on Alumni Office approval.

The Gorell Recital Hall

The Gorell Recital Hall is designed primarily for music activities. It is University policy normally to schedule activities into the kind of facilities for which they are constructed; therefore, first preference in scheduling the Hall will be given to the Music Department for such activities as concerts and recitals.

Second priority for scheduling the facility will be given to the Theater Department for theatrical productions. The Music and Theater Departments will meet with the Scheduling Officer in the Spring to schedule dates for the following academic year.

A third priority will be given to events that can be complemented by the use of the Blue Room.

Requests to schedule Gorell Hall will be considered on the basis of the following guidelines:

- A. All requests to schedule the Gorell Recital Hall shall be processed through the Scheduling Center.
- B. A complete description of the planned event shall be provided to the Scheduling Center when a request is made to utilize the Hall.
- C. Activities held in the Hall must be directly supervised by the group advisor and/or the individual who is sponsoring the activity.
- D. Any individual or group utilizing the Hall must adhere to the regulations governing the use of campus facilities by groups. In addition, no smoking, food or beverages will be permitted in the Hall at any time.
- E. Requests for non-university groups will be considered only after attempts to schedule the events in some other University facility has failed. Fees are charged to non-University groups for the use of the facilities.
- F. It is the responsibility of the Scheduling Officer to examine the requests for scheduling the Recital Hall. If there is a question regarding the appropriateness of the event, the requests will be forwarded to the Associate Provost and to the Vice President for Finance who will make a determination as to the appropriateness of holding the described event in the Hall.

Non-academic semester reservations and meetings should be held in regular classrooms whenever possible.

8. If any University person or group requests a facility for an activity (for example, a regional, state or national conference) this request must receive the approval of the Assistant to the Vice President and Director of Conferences before processing by the Scheduling Center.
 9. Social and cultural activities will generally be scheduled on a first-come, first-served basis. The Scheduling Center will have the authority to schedule an activity into a facility which it deems most appropriate for such activity. Requests of this nature should normally be submitted to the Scheduling Center no later than the first day of the fall, spring, and summer sessions. Other requests will be considered according to the availability of space.
- Student organizations who charge an admission fee or request a donation must secure authorization from the Director of Student Activities and Organizations at least three weeks prior to the event in order to confirm the reservation for a facility.

10. A University person or group may not act as a sponsor for a non-University organization for the purpose of avoiding the fee payment as outlined on the charge list for non-University users. Any known violation of this policy will result in a post fee assessment for such use.

11. The University reserves the right to disallow the use or reuse of a facility if it is abused.

12. In order to partially defray overhead costs, the University will assess a charge of 25% of the facility usage fee. This charge will be assessed only when a University group utilizes the facility for a fund-raising activity of a non-academic nature.

6. SOCIAL EVENTS SPONSORED BY ORGANIZATIONS

- A. All parties sponsored by student organizations should be registered on the IUP Calendar.
 - B. No intoxicating beverages may be served at any time in campus facilities, the Student Union or the University Lodge. Persons who are under the influence of such beverages will not be permitted to remain on the premises.
 - C. The sponsoring organizations bear the responsibility for the observance of the previous regulations.
- #### 7. HAZING

IUP defines hazing as:

Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person, or which, through action or inaction, requires or encourages violation of any federal, state or local or University policy, for the purpose of initiation or admission into or affiliation with or membership in any organization recognized by or affiliated with IUP.

1. Hazing, as defined within this policy, is expressly forbidden for students and for other persons associated with any recognized or affiliated campus organization.
2. Such prohibition shall include, **but not be limited to**, any brutality of a physical nature, such as whipping, beating, branding, forced and excessive calisthenics, excessive exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or any other forced or excessive physical activity or situation to the extent which it could adversely affect the health, safety or welfare of the individual.
3. Such prohibition shall include, **but not be limited to**, any activity or situation which would subject the individual to extreme mental stress, such as sleep deprivation, forced extended exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity or situation to the extent which it could adversely affect the mental health or dignity of the individual or conflict with academic mission.
4. For the purpose of this policy, any activity or situation as described above, upon which the initiation or admission into or affiliation with or membership in an organization recognized by or affiliated with IUP is directly or indirectly conditioned; shall be presumed to be a "forced" activity or situation, the willingness of an individual to participate in such activity or situation notwithstanding.
5. All non-academic activities for initiation or admission into or affiliation with any organization recognized by or affiliated with IUP must end one complete week prior to the first day of the final exam period each semester.
6. The officers, principally the President or Chairperson, of each organization are responsible for informing members (pledges, associate members, affiliates, guests) of this policy. The policy will be read by the President or Chairperson to the membership at the first meeting of the organization each semester and will be posted in a prominent place for the members to see.

7. Groups and organizations that encourage or promote violations are responsible for any group activity in the event the hazing policy is violated. Violations may result in University disciplinary and/or court action.
8. In all cases of alleged violations of this policy, faculty and alumni advisors will be notified of the allegations. In addition, the National headquarters of any organization which allegedly violated this policy will be notified of the allegations when applicable. During the period of investigation, all pledge/associate member activities of the organization may be suspended, in which case a prompt hearing shall be conducted under the Recognized Organization Review Board Guidelines.
9. In all cases of violation, the operations of the organization will be reviewed by the University, which will notify the National or International Headquarters of the organization, when applicable, of such review.
10. Administrative hearings of alleged violations of this policy will be conducted by the appropriate coordinating body (IFC, Pan-Hell, Black Greek Council) or the RORB in the absence of a coordinating council. The RORB must review the decision of the coordinating body. The RORB may not lessen the sanction but it may increase the sanction of the coordinating council.
11. Violations of this policy will normally result in the minimum sanction of seven (7) weeks of social suspension, with a maximum possible sanction of suspension as a recognized/registered student organization for twelve (12) consecutive semesters. However, the University reserves the right to take other action, including dissolution of the organization, as circumstances warrant.
12. An organization which repeatedly violates this policy or violates any probation enacted as a result of this policy will be subject normally to a minimum sanction of one year of social suspension and/or intramural suspension and a maximum sanction of twelve consecutive semesters of suspension as a registered recognized University organization. Dissolution of the organization may also result as circumstances warrant.
13. Definitions:
Intramural Suspension: The group may not participate under its name in individual or team sports. The group may not participate in the Greek intramural leagues, earn intramural points, or receive any championship titles.
Social Suspension: As a maximum sanction, social suspension may mean no social activities with any organization or group of individuals and participation in or sponsorship of Greek events during the term of suspension. The sanction may be lessened if deemed appropriate. Formal rush activities are not included under this definition.
Suspension as a Recognized/Registered University Organization: This group may not reserve or use University space or facilities, participate in University activities or activities sponsored by other University groups, apply for funds from the Student Cooperative Association or to utilize any other University organizational services.
Dissolution: The group will have forfeited its right to obtain recognition as a student organization or activity.
14. The Hazing Compliance Form must be completed and filed with the Office of the Director of Student Activities and Organizations By September 30 of each year to certify recognition of and compliance with the University Hazing Policy. Any group not filing this form will face disciplinary action. The officers of the organization are responsible for seeing that the form is completed and filed correctly after each election or new appointment of certifying officers and/or advisors.

D. GOVERNING STUDENT CO-OP

1. CO-OP RECREATIONAL PARK

A. A facility owned by the Student Cooperative Association.

B. Members of the Association, recognized campus organizations and the University have priority for scheduling University activities located at the Co-op Park. Non-Association individuals and groups may schedule facilities, on the lowest priority basis, if such use does not conflict with Association concerning utilization of its facilities.

Association members may schedule the Lodge for private events on a reduced fee basis.

Any individual on the property at any time must be able to provide appropriate identification in the form of an I-card or a permit.

Reservation forms and detailed policies for use of the Co-op Park may be obtained at the Co-op office of the Student Union Building.

2. I-CARDS

- A. The I-card serves as identification while at Indiana University of Pennsylvania and should be shown on demand to any regular representative of the University or the Student Union Cooperative Association. It is used for checking books out of the library, for cashing checks at the Student Union Bank, for using facilities, or checking out recreational equipment at the Union or the Field House, for admission to all Student Co-op events, and payment of fees at the Business Office.
- B. The Co-op Store requires the presentation of your I-card when paying for purchases by check, when selling books back to the store, and when returning merchandise for refund or exchange.
- C. You should be careful of the I-card and report its loss at once to the Student Union Service Desk. Alteration or misuse of the card, or loaning it to someone else for any purpose, will subject both the user and the lender to fines up to \$25 and other disciplinary action.
- D. Students who withdraw from the University during any term will be required to turn their I-card into the Student Cooperative Association Office.
- E. The I-card must be revalidated for each semester. If a change in status requires a change in the I-cards it must be turned in and replaced for a fee of \$2. Damaged cards may be turned in and replaced for a fee of \$2.00. New I-cards are issued for each year beginning with the fall term. Lost I-cards will be replaced for a fee of \$10.

3. STUDENT CO-OP TRANSPORTATION POOL

The Student Cooperative Transportation Pool operates under the following regulations:

PRIORITIES OF USER

- A. First priority will be for Student Co-op official use and organizations fully supported by the Student Co-op. Such use will have first priority up to 14 days before the date of the trip.
- B. Other campus organizations and academic class groups may schedule vehicles not required by priority one users. A charge is made for use to cover costs.

PRIORITIES OF USE

- A. Each priority group will take precedence over reservations made by the lower priority groups up to 14 days before a scheduled trip. Overnight trips, however, might be confirmed up to 30 days in advance.

- B. Other things being equal, longer and overnight trips will take precedence over local use.
- C. The principle of least cost to the Student Co-op will be maintained.
- D. Other things being equal, the earlier reservation will have precedence over a latter one.
- E. Emergency or pressing needs of the Student Co-op may at times require the alterations of these priorities.
- F. Groups may be limited to a maximum of one vehicle per trip.
- G. All drivers of Co-op vehicles must have attended a Defensive Driving Course.
- H. Any driver who has had an accident with a Co-op vehicle, through his own negligence, or who is accountable for the accident, will not be allowed to drive these vehicles for a complete semester.
- I. Weather conditions: Trips may be cancelled by the Student Co-op in case of dangerous weather.
- J. The Student Co-op reserves the right to put mileage limitations on groups.

INELIGIBILITY FOR USE

- A. The cars are not available for personal use. They may be used only for official organization or Student Co-op business.
- B. No faculty or university staff member may use one of the vehicles unless he/she has been specifically requested to travel on Student Co-op business by the Association or is traveling as an advisor to a student group. Such person should use state vehicles for official use.

4. THE STUDENT UNION

The following regulations apply to the Union, its branches, and their premises:

- A. All regulations of the University apply at the Union.
- B. The Union is for the use of students, faculty, and staff of Indiana University of Pennsylvania and their registered guests.
- C. Any person may be required to show identification at any time to any employee of the University or the Student Cooperative Association.
- D. Entrance to the Union may be restricted to I-card holders and their guests with guest passes for dances or other programs or circumstances. Guest passes may be obtained in advance at the Union Services Desk.
- E. There shall be no gambling in the Union or on the premises.
- F. Possession or the use of alcoholic beverages or drugs in the Student Union and branches is strictly prohibited.
- G. Any student found in the Union at any time in an intoxicated condition or under the influence of drugs shall be subject to disciplinary action.
- H. Any person who appears to be in violation of University regulations may be turned over to the University Judicial Board for appropriate action.
- I. Any person or persons who appear to be in violation of any federal or state laws may be turned over to the appropriate civil authorities for legal action.
- J. Anyone apprehended shoplifting in the Student Union, its branches, or the Co-op Store will be turned over to the civil authorities for legal action.
- K. Anyone apprehended for defacing or destroying property such as walls, furniture, windows, etc., will be turned over to the University Judicial Board.

- L. No currently enrolled student may be denied the use of the Student Cooperative Association facilities unless such privilege is removed by action of the Executive Director of the Student Cooperative Association or the University Judicial System. Such action on part of the Director must be reviewed by the University Judicial System as soon as feasible.
- M. Areas of the Student Cooperative Association properties designated as public areas may be reserved only for activities open to the entire University community. Meeting rooms in the Student Union may be reserved by recognized campus organizations for private meetings.
- N. Policy on signs and posters: University students, staff, and organizations may place signs and posters on bulletin boards in the Student Union Building. The Union staff reserves the right to remove notices that are in poor taste.
- O. These regulations may be revised or others may be added by action of the Union policy board and the Board of Directors of the Student Cooperative Association.

JUDICIAL SYSTEM

A. INTRODUCTION

Indiana University of Pennsylvania (IUP) is an academic community within the society at large. As a community, it has formulated a code of standards and expectations which the University considers to be consistent with its purpose as an educational institution. IUP reaffirms the principle of student freedom coupled with an acceptance of full responsibility for one's behavior and the consequences of such behavior. As a member of the academic community and of the larger society a student retains the rights, protections, guarantees and responsibilities which are held by all citizens.

The primary intent of this educational system is to create behavioral change in the student while also protecting the rights of the members of the University community. The Judicial system of IUP exists to review alleged violations of the University regulations and/or federal, state and local ordinances. The system will hold the student accountable for his/her actions when IUP regulations or statutes have been violated.

B. DEFINITIONS

1. The term "University" shall refer to the community of faculty, staff and students at Indiana University of Pennsylvania as well as real estate.
2. The term "student" shall include any person currently registered or in the process of registration at the outset of an academic term for a course, program or activity at the University.
3. The term "faculty member" shall mean any person employed by the University who holds academic rank, or performs teaching or research duties.
4. The term "staff member" shall mean any person employed by the University or the Student Cooperative Association who is not considered faculty.
5. The term "University premises/facilities" shall mean all buildings or grounds owned, leased, operated, controlled or supervised by the University or the Student Cooperative Association, Inc. (Co-op).
6. The term "organization" shall mean a group of persons who have complied with University requirements for registration or recognition.
7. The term "University (sponsored) activity" shall mean any activity on or off campus which is initiated, aided, authorized or supervised by the University.

8. The terms "will" and "shall" are to be used in the imperative sense.

9. The term "may" is to be deemed permissive, imparting a choice.

C. STUDENT BEHAVIOR REGULATIONS

The following actions and/or behaviors are expressly prohibited on University owned or operated property, or on property under the ownership and/or supervision of the Student Cooperative Association. Cases involving off campus students and/or incidents may also be referred to the University Judicial System by any member of the University community. Violations may result in disciplinary action. Procedures will be followed as set forth. It is the responsibility of the individual to become familiar with these regulations.

1. Unauthorized Entry: Property Damage

Unauthorized entry to or use of University facilities, property or equipment, or removal or destruction or damage of such property or part thereof, or of property under university administration and/or supervision.

2. Property: Possession Theft/ Destruction/ Damage

Possession of stolen property, theft and/or destruction and/or damage to the property of any individual, group or entity.

3. Event Registration: Facilities Use

Violation of policies or regulations governing the registration of student organizations, events on campus, and use of University facilities.

4. Alcohol

Possession and/or consumption of alcoholic beverages on campus except as provided in the University Alcohol Policy (see page 38, *The Eye*).

4. Automotive

Violation of Student Co-op or University policies and regulations governing the possession or use of automobiles, motorcycles, or other motor vehicles on campus, or violations of parking regulations published by the Campus Police Department.

6. Obstruction/ Disruption

Obstruction or disruption of teaching, research, administration, disciplinary procedure, or other University activities including its public service functions, or of other authorized activities.

7. Abuse/ Harassment

Physical abuse, harassment, intimidation, or invasion of privacy of any person or conduct which threatens or endangers the health, safety or well-being of any such person.

8. Drugs

Possession, use or distribution of controlled substances and/or paraphernalia containing evidence of such substance, except as expressly permitted by law.

9. Conduct

Disorderly conduct or lewd, indecent, or obscene conduct or expression.

10. Compliance

Failure to comply with the direction of an authorized University or Student Co-op official and/or staff member acting in the performance of his/her duties or other persons responsible for a facility or registered function acting in accord with those responsibilities. (This person must identify himself/herself and state the reason for the direction). Failure to appear as a witness at a judicial hearing when directed to do so also constitutes a violation of this behavior regulation.

11. Contractual Obligations

Failure to honor all contracts with and debts to the University (including terms and conditions of the housing and food service contract and Student Cooperative Association).

12. Firearms/ Weapons/ Explosives

Possession and/or use of a weapon, which is any object used to inflict a wound or cause injury, and possession and/or use of firearms or explosives, such as fireworks or dangerous chemicals, except as authorized for use in class, or in connection with University sponsored research, or other approved activity. (Provisions may be made to store firearms with Campus Police).

13. Safety

Tampering with safety measures or devices, such as alarm systems, fire extinguishers, exit signs, smoke/heat detectors, fire hoses, etc., or failure to conform to safety regulations such as falsely reporting an incident, failure to evacuate facilities in a timely fashion in emergency situations or in response to fire alarms, inappropriate use of the fire alarm system, and the like.

14. Fire

Setting fire to, or creating a conflagration on, University owned or operated property or on properties under the ownership and/or supervision of the Student Cooperative Association.

15. Gambling

Gambling as defined by Pennsylvania law.

16. Dishonesty/ Fraud

Dishonesty or fraudulent behavior, such as forgery, alteration or misuse of University documents, records, or identification, including I-cards or knowingly furnishing false information to University official or University Student Co-op official.

17. Failure to make reasonable effort to stop and/ or notify a University employee of violation shall imply association with or participation in that violation.

18. Other

Students are expected to comply with other University regulations as prescribed in this handbook, the housing contract, the University catalog or other official University publications.

D. STRUCTURE AND SELECTION

1. HEARING OFFICERS (Housing and Residence Life Staff members and/or University Hearing Officers) Designated by the Vice President for Student and University Affairs.

2. IUP JUDICIAL BOARD (IUPJB) The board consists of:

a. The Vice President for Student and University Affairs or his/her designee who serves as chairperson.

b. Three student members and three faculty/administration members, selected in the following manner:

1. A pool of prospective members are randomly selected by the Vice President for Student and University Affairs or his/her designee from the faculty/administration student directories.

2. Three student members, three student alternates, three faculty/administration members and three faculty/administration alternates are asked to serve.

3. Random selection continues until all positions are filled.

4. Each member will serve two calendar years.

5. Terms are staggered to assure continuity.

c. Legal counsel appointed by the Vice President for Student and University Affairs, in selected cases as deemed necessary.

3. SPECIAL INTERIM BOARDS

The University reserves the right to establish an interim board composed of one or more persons (appointed by the Vice president for Student and University Affairs) to expedite adjudication of student disciplinary cases where it is inconvenient for the IUPJB to convene. Examples of such cases are as follows, but not limited to:

- a. Interim Suspension
- b. Cases which must be heard at times inconvenient for student/faculty committees (final exam week, vacation periods, etc.)

Both Hearing Officers and the IUPJB have full delegated authority from the President for adjudicating student disciplinary cases.

E. JURISDICTION

1. The IUP Judicial System shall have jurisdiction over cases involving allegations of a violation of:

- a. IUP and Student Co-op rules and regulations (except charges filed against recognized organizations).
- b. The Housing and Food Service Contract.
- c. Local, state and federal rules, regulations laws and ordinances.
- d. Academic policy.

2. The IUP Judicial Board shall hear:

- a. All cases referred to it by the Vice-President for Student and University Affairs and his/her designee.
- b. All appeals of Hearing Officer decisions.
- c. All appeals of Department Chairperson decisions.

F. PROCEDURES

1. Pre-Hearing Procedure

- a. Charges of a violation can originate from any member of the University community.
- b. Charges of a violation (see Jurisdiction) shall be reported in writing to the Vice-President for Student and University Affairs or a designee (Judicial Coordinator) within five (5) class days of the incident unless justifiable circumstances, as determined by the Vice-President for Student and University Affairs or his designee, make such notification impossible or impractical.
- c. The Judicial Coordinator reviews the case and determines whether the case is assigned to a Hearing Officer or the IUP Judicial Board.
- d. The student accused of a violation shall be informed in writing of the rule violated, and the specific actions or omissions which led to the charge and given three (3) or more class days notice prior to appearing before a Hearing Officer or the IUPJB. In cases where the charges, if proven, could result in a suspension or expulsion the student will be given at least ten (10) calendar days notice between notification of the specific charge and appearing before the IUPJB. In cases involving students who may be regarded as presenting an immediate or substantial danger to themselves, others or property, the office of the Vice-President for Student and University Affairs may issue a summary suspension (see page 51).
- e. The notification of charges against the student shall include but not be limited to the following information:

- 1.) Identification of rule alleged to have been violated
- 2.) A brief summary of the facts constituting the charge including to the extent practicable the time, date and place of the offense.
- 3.) The time and place of the hearing
- 4.) Notification to the student of his/her rights to select an advisor.
- f. The student may select an advisor to advise him/her at judicial proceedings. The advisor may communicate with his/her advisee during the hearing. The advisor may directly address the IUPJB or Hearing Officer.
- g. Should a student choose not to appear before either a University Hearing officer or the IUPJB, his/her case will be adjudicated based upon the evidence available.

2. General Guidelines

Guidelines used by University Hearing Officers for the IUPJB are:

- a. The student shall receive a written rationale for the decision of the judiciary.
- b.
 - i. In all proceedings, the accused student shall have his/her case adjudicated as quickly as possible by an impartial judiciary and to be confronted with any witness against him/her. The student shall also have the opportunity to call relevant witnesses to appear on his/her behalf.
 - ii. Members of the Campus Police do not *automatically* attend hearings because of the variations in their work schedules. If the student wishes a member of the Campus Police to attend the hearing, he/she must contact the office of the Vice President for Student and University Affairs, 24 hours prior to the hearing and make his/her request. Campus Police will make every effort to attend the scheduled hearing. If they are unable to do so, a new hearing date and time that is convenient for all parties will be established.
- c. All hearings are closed unless the student requests an open hearing. However, the University Hearing Officer and/or IUPJB Chairperson may regulate access of spectators to the Hearing.
- d. A Hearing officer of the IUPJB, in relation to hearing student conduct cases, shall have the power to hold an individual in contempt, with contempt defined as:
 - i. Disorderly or disrespectful conduct by participants or spectators in a hearing.
 - ii. Intentional misrepresentation of facts.

3. Cases before a University Hearing Officer.

Procedures specific to those cases heard before a University Hearing Officer are:

- a. A student may challenge his assignment of a specific Hearing Officer to his/her case. This challenge must be presented in writing to the Vice-President for Student and University Affairs at least 24 hours prior to the scheduled date and time of the hearing. Upon hearing the details of the challenge, the Vice-President for Student and University Affairs or his/her designee will either uphold the challenge and appoint an alternate Hearing Officer or deny the challenge.
- b. The Hearing Officer will hold either a formal or informal hearing, based upon the choice of the accused.
 - 1.) A formal hearing is one in which the accused may be represented by an advisor of his/her choice (including an attorney). The proceedings will be taped and the accused has the option of submitting a written brief at the end of the hearing.

- 2.) An informal hearing is one in which the student may choose to have an advisor or attorney, but no taped record of proceedings is made, and the student does not submit a written brief
 - c. The Hearing Officer will hear facts and comments from the accused and from each witness, verify information within the referral and assist in clarification of issues which may result.
 - d. Upon the conclusion of the hearing, the Hearing Officer will schedule a time to meet with the accused to issue a verdict and if found guilty, to issue a sanction.
 - e. A Hearing Officer's decision and if necessary, a sanction will be based on all evidence presented at the hearing.
4. Cases heard before the IUPJB.
- Procedures specific to those cases heard before the IUPJB are:
- a. Any student appearing before the IUPJB may challenge any member of the IUPJB sitting in judgment of his/her particular case. Upon hearing the details of the challenge the IUPJB will, by majority vote, (challenged member not voting), either uphold the challenge and appoint an alternate member or deny the challenge. Board members will withdraw from sitting in on the IUPJB hearing of any case in which the member feels that he/she could not reach a fair and objective decision.
 - b. In order to participate in the decision making process, all IUPJB members are obligated to attend the entire hearing.
 - c. No member of the IUPJB may sit in judgment of his/her own case.
 - d. The IUPJB will review all material within the judicial file and hear all facts and comments pertinent to the case from the accused and all witnesses.
 - e. Members of the IUPJB shall be free to ask any relevant questions in order to clarify information or resulting issues.
 - f. After hearing all information, the IUPJB will retire to make its decision and if appropriate, to levy a sanction.
 - g. The decision making process is as follows:
 1. A majority vote of the IUPJB members present shall be required for an IUPJB decision.
 2. A quorum shall consist of four members in addition to the Chairperson.
 3. The Chairperson shall vote only in cases of ties.
 - h. If the student is found guilty, all material within the judicial file shall be used in determining a sanction.
- e. Disciplinary Removal from the Residence Hall: This sanction removes the student from University operated residence halls on either a temporary or permanent basis. This is a more severe sanction usually taken in response to serious or repeated violations of University regulations or University residence hall policies or regulations.
 - f. Loss of Eligibility for University Housing: The student, whether currently residing in University housing or not, is denied future eligibility for University housing on either a temporary or permanent basis.
 - g. Restitution: In cases where damage to personal, Co-op or University property is involved, restitution may be attached to any of the above sanctions or made the sole sanction
 - h. Letter to Parents or Legal Guardian: The student's parents or legal guardians shall receive a copy of the Hearing Officer's or IUPJB decision. This shall not apply if the student is 21 years of age or older or the student presents documentation to demonstrate independence (as defined in section 152 of the Internal Revenue Code).
2. Suspension or Expulsion
- These two sanctions can be:
- a. Recommended to the IUPJB or the Office of the Vice President for Student and University Affairs by the Hearing Officer's
 - b. Imposed by the IUPJB, special interim board, or Vice president for Student and University Affairs, or his designee.
1. SUSPENSION: A student may be suspended from the University for a specific period of time, not to be less than the remainder of the current semester. Suspension requires that a student remove himself/herself from the University premises and not attend classes, social activities, or be present on University or Student Cooperative property during the period of suspension.
 2. EXPULSION: In a very serious case, or when a student appears before the board after already having been suspended, a recommendation may be made to the President's office that the student be expelled from the institution. Expulsion differs from suspension in that suspension is for a specific period of time whereas expulsion is permanent.
- Sanctions listed above do not limit the IUPJB, Special Interim Board or Hearing Officers to the use of these sanctions exclusively. Any reasonable sanction or combination of sanctions for a given offense may be imposed by either the IUPJB, Hearing Officer, or Special Interim Board.
- H. SUMMARY SUSPENSION: In cases where there appears to exist an immediate and substantial danger to the student, other members of the University community or University or personal property, the status of a student will be determined as follows:

G. SANCTIONS

1. Sanctions which may be imposed by the IUPJB or University Hearing Officer include:
 - a. Letter of Warning: A warning letter may be sent to the student indicating that he/she has been found guilty of violating an IUP regulation and that failure to comply with IUP regulations in the future may result in referral to the Judicial System to be handled as a second offense.
 - b. Contract for Behavior Change: Failure on a student's part to honor a contractual commitment to alter an inappropriate behavior pattern will be cause for a referral to the Judicial System as a second offense.
 - c. Campus Community Service: Any student subject to a sanction may be required to complete appropriate community service.
 - d. Disciplinary Probation: Disciplinary Probation, which is for a specific period of time, is an indication that a student's status at the University is seriously jeopardized. During the probationary period, if the student is found guilty of another offense, a more serious sanction will be levied, including possible suspension from the University.
 - e. Subject to prompt review, the Vice President for Student and University Affairs or the President may summarily suspend a student from the University when in his/her best judgment such action is necessary for protecting the safety and welfare of the University community and/or the suspended student.
 - f. Within 48 hours of the issuance of the suspension, the Vice President will convene the IUPJB or review the circumstances of the suspension.
 - g. The IUPJB will then either continue the suspension or take other action based upon its determination at the hearing.
- If the suspension is not upheld, the student will immediately be reinstated and will be given the opportunity to make up work missed during the suspension. It is the responsibility of the student to make arrangements with the faculty member for make-up work. The burden of proof in summary suspension cases lies with the University and not the student.

I. RECORDS AND RECORD KEEPING

The office of the Vice President for Student and University Affairs will maintain records of Hearing Officers and IUPJB decisions and keep records of all proceedings. Judicial files will be maintained in accordance with the sanction levied. Timelines are as follows:

1. Cases in which the sanctions levied are:

- a. Letter of Warning
- b. Contract for Behavior Change
- c. Campus/Community Service

Will be kept on file until the student's graduation.

2. Cases in which the sanctions levied are:

- a. Disciplinary Probation
- b. Disciplinary Removal from the Residence Hall
- c. Loss of eligibility for University housing
- d. Restitution, and/or
- e. A letter to parents or legal guardian.

Will be kept on file for two years after the student's graduation or termination with the University.

3. Cases in which sanctions levied are:

- a. Suspension or
- b. Expulsion

Will be kept on file indefinitely.

NOTE: In cases where more than one sanction is applied, records will be kept according to the length established for the most severe sanction. The University will not release a student's disciplinary records without the written consent of the student (see IUP Student Records Policy, pg. 52).

J. APPEALS

1. Upon receiving adjudication of a case, a student or the referring party may appeal in writing for any of the following reasons:

- a. Denial of a fair and reasonable hearing
- b. New evidence (applied when there is an acceptable reason to explain why the evidence could not be presented at the original hearing)
- c. Excessively harsh or cruel sanction

NOTE: The referring party can also appeal if they believe that the action taken was not just or fair.

2. Procedure for appeal:

- a. The student or referring party must present a written request with the specific reason(s) for appeal to the Vice President for Student and University Affairs within six (6) school days after the decision.
- b. The Vice President for Student and University Affairs may deny the appeal or direct the appeal to be heard by either the IUPJB, a special interim board, the Judicial Board Appeal Committee, or another Hearing Officer.

3. Upon hearing an appeal the Appellate bodies, Hearing Officer, or Vice President for Student and University Affairs may reverse the original decision, sustain the decision, lessen the severity of the sanction or require that the case be reheard, provided that it is found that one of the conditions described in J.1 above has occurred.

K. BRANCH CAMPUSES

Each branch campus shall establish a judicial system subject to the approval of the Vice President for Student and University Affairs and the President which is consistent with the principles and structure of the judicial system.

Approved by the Senate Committee on Student Affairs April 24, 1984. Approved by the University Senate on May 8, 1984.

L. ACADEMIC VIOLATION POLICY

IUP is an academic community within the society at large. The following policies and procedures are established to preserve the academic integrity of the University community and to provide process which assures the necessary rights and protections for the student who allegedly violates these policies.

Violations:

- a. Cheating by those who give as well as receive aid in course or lab work.
- b. Intentionally evading of academic policies or procedures.
- c. Plagiarizing.
- d. Possessing or obtaining an examination without the instructor's authority or prior knowledge.

Procedure:

If an instructor believes that a student has violated an academic policy, he/she may recommend a sanction ranging from failure in the course up to and including suspension or expulsion from the University. Recommended sanctions may include but are not limited to the following: reduction of grade in the course, failure in the course, disciplinary probation, campus community service/educational experience, suspension, expulsion. A combination of sanctions may be recommended. The instructor must file a written report of the violation with the Vice President for Student and University Affairs within five (5) class or work days of the violation. The instructor should also send a copy to the student. The report should be submitted on a form available in each departmental office and must include the following: name of student involved; course, instructor; date and time; circumstance and supportive data and sanction recommended.

In instances involving a violation of academic policy, or where final action on civil or criminal charges is pending, the Vice President for Student and University Affairs or the President may summarily suspend a student consistent with the procedures outlined in The Eye, the student handbook,

The Vice President for Student and University Affairs or designee will formally notify the student of the allegation and the recommended sanction.

If the student disagrees with the sanction recommended, the following procedure will be followed:

1. Within six (6) class or work days of receipt of the Vice President's notification, the student must request a conference with the Chairperson of the Department. The student and instructor involved will meet with the Chairperson and conduct a hearing on the allegation. The Chairperson may uphold the sanction imposed by the instructor or reduce it. Within five (5) class or work days of the hearing, the Chairperson must forward a written report of his/her decision concerning the case to the student, the instructor involved and the Vice President for Student and University Affairs. Failure to forward a written report within the time period indicates the Chairperson's affirmation of the sanction recommended by the instructor.
2. Within six (6) class or work days of the receipt of the Chairperson's report, the student may appeal to the Vice President for Student and University Affairs in writing.
3. If the Chairperson decreases the sanction originally recommended by the instructor, the instructor may appeal the Chairperson's ruling to the Vice President for Student and University Affairs within six (6) class or work days of the receipt of the Chairperson's report.
4. If an appeal is filed, the Vice President for Student and University Affairs or his/her designee shall convene the University Judicial Board to hear the appeal. The UJB may accept the instructor's sanction; accept the Chairperson's ruling; reduce or nullify the sanction so far recommended or send the case back to the Chairperson for recommendation along with recommendations.

The UJB may NOT increase the sanction originally recommended by the instructor. Within five (5) class or work days of the hearing, the UJB must send a written report of its decision to the student and instructor involved. The decision is deemed final and will be implemented by the Vice President for Student and University Affairs.

If the student does not appeal the instructor's recommended sanction within six (6) class or work days, it shall be automatically invoked. Failure to appeal the decision constitutes a waiver of the right to a hearing.

Appeal of the deadlines established above may be made by either party to the Vice President for Student and University Affairs.

If a faculty member chooses not to file a formal academic violation report, it is recommended that he/she complete a statement that summarizes the conference which led to the resolution and agreement of sanction with signatures by both parties and copies for both the student and faculty records. No academic violation report is then made, but if a student appeals at a later time, the faculty member may then file the formal academic violation report.

Approved - University Senate, May 1981, President John F. Worthen, May 1982

SUMMARY OF INDIANA BOROUGH ORDINANCES AND STATE LAWS

A. GENERAL STATEMENT

Students are expected, as citizens, to abide by the laws and regulations of the Borough of Indiana and the Commonwealth of Pennsylvania in addition to the rules of the University. It is hoped that the following information concerning certain important borough ordinances and state laws dealing with personal conduct will make students aware of these relevant regulations.

Since 1972 the Pennsylvania Legislature has enacted a variety of laws lowering the legal age of the majority from 21 to 18. These changes are of great importance to IUP students since many of them are in the 18 to 20 age group.

The definition of a minor in the Pennsylvania rules of Court has also been changed to read "an individual under the age of eighteen years." With the exception of the drinking age, an 18 year old in Pennsylvania is a legal adult.

B. LOCAL TAXES

1. WAGE TAX

A tax of 1% of gross income is assessed against all persons working in Indiana Borough and White Township. This tax is normally withheld by the employer.

2. OCCUPATIONAL PRIVILEGE TAX

Indiana Borough assesses all persons earning income in Indiana Borough with an Occupational Privilege Tax of \$10.00 per year.

3. OCCUPATION TAX

Local School District in Indiana County tax occupation by classification (i.e., professionals, clerks, laborer, etc.). The occupational rating is then multiplied by the applicable mileage to determine the amount of tax due. Indiana School District mileage is 383. Presently students are rated zero.

Taxes on ownership of real estate are imposed annually by local government units, as are taxes on ownership of certain personal property such as stocks and bonds.

Application may be made at the local taxing entity for exoneration from these local taxes on the basis of non-residence, advanced age and poverty.

C. LOCAL ORDINANCES

DISORDERLY CONDUCT

Several ordinances specify actions covered by the general charge of disorderly conduct: loud, boisterous, or unseemly noises, use of indecent language, damaging public or private property and prowling.

On conviction before a magistrate, fines may range between \$2 and \$100 plus cost, depending on the offense. Serious cases of disorderly conduct can be prosecuted as misdemeanors.

Indiana Borough has an anti-noise ordinance, by which it is a violation to be the cause of any noise which can be heard from 50 feet or more.

LITTERING

Littering in the Borough is subject to a fine of \$100 plus costs.

LEASH LAWS, NUISANCE

Indiana Borough's Leash Law requires dogs to be on a leash at all times while in the borough.

Indiana Borough's Nuisance Ordinance requires anyone walking their dog in the borough to clean up defecation from public or private property.

OUTDOOR FIRES

It is unlawful to start a fire of any description out of doors.

BICYCLES

Persons riding bicycles on borough streets are expected to obey the same laws as persons operating motor vehicles.

STREET SIGNS

It is unlawful to deface or steal signs. Theft of street signs and markings has caused serious accidents.

PARKING REGULATIONS AND FINES

TWELVE (12) HOUR PARKING

- | | |
|--------------------|--------------------|
| 1. School | Oakland to Seventh |
| 2. Rice | School to South |
| 3. Locust | College to Garman |
| 4. Grant | Wayne to Papermill |
| 5. Eleventh | Oakland to Grant |
| 6. Papermill | Maple to Grant |

TICKET FINES

- | | |
|----------------------|--|
| Meter Fine Envelopes | |
| Fine \$0e | if paid by midnight, date of issue |
| \$2.00 | if paid after midnight |
| \$5.00 | if notice is sent, pending payment |
| \$10.00 | if filed before magistrate, plus costs |

Additional tickets issued each additional hour a vehicle remains in overtime violation

- | | |
|-------------------|--|
| Fine \$2.00 | if paid within 48 hours |
| \$14.00 | if paid after 48 hours up to 72 hours |
| \$5.00 | if paid after 72 hours |
| \$10.00 | if filed before magistrate, plus costs |

PARKING TICKETS

- | | |
|-------------------|--|
| Fine \$5.00 | if paid within 48 hours |
| \$10.00 | if paid after 48 hours |
| \$15.00 | if filed before magistrate, plus costs |

No car can remain in any street in the Borough of Indiana for more than 24 hours consecutively. Any such car is subject to being towed away. Also subject to towing are cars with expired license plates, invalid inspection stickers or cars which are disabled.

D. EXTRACTS FROM THE STATE CRIME CODE

FORGERY

Anyone who fraudulently signs another person's name to a document, such as a check, is guilty of forgery. Forgery is a felony and is punishable by a fine between \$10,000 and \$25,000 or imprisonment not exceeding ten years, or both.

FIREWORKS

It is illegal to possess or use fireworks in the Borough of Indiana. Prosecution is usually under disorderly conduct.

LIQUOR

The age of majority has not been changed regarding liquor in Pennsylvania; therefore, the following laws are still in effect: A person is guilty of a misdemeanor of the third degree if he or she being under the age of 21 years knowingly and falsely represents himself to be 21 years of age to any licensed dealer or other person for the purpose of procuring or having furnished to him or her any intoxicating liquors. Maximum penalties: \$2,500 fine and/or 1 year in jail.

A person is guilty of a summary offense if he or she being less than 21 years of age, attempts to purchase, purchases, consumes, possesses or transports any alcohol, liquor or malt beverage. Any fine under this section shall be decreed to be paid to the local government in which the offense was committed, for the use of the local government. Maximum penalties: \$300 fine and/or 90 days in jail.

A person is guilty of a misdemeanor of the third degree if they knowingly, willfully, and falsely represent to any dealer, or other person any minor to be of full age for the purpose of inducing any such licensed dealer of other person to sell or furnish any intoxicating liquors to a minor. Maximum penalties: \$2,500 fine and/or 1 year in jail.

A person is guilty of a misdemeanor of the third degree if he or she hires or requests, or induces any minor to purchase spirituous, vinous, or brewed and malt liquors from a duly licensed dealer for any purpose. Maximum penalties: \$2,500 fine and/or 1 year in jail.

The State Liquor Control Board operates under state laws. Under these laws it is a misdemeanor to unlawfully transfer a registration card for the purpose of falsifying age to secure malt or alcoholic beverages. Also it is a misdemeanor for any person to sell, furnish, or give to any minor under 21 years of age any malt or alcoholic liquor. Penalty: \$100 to \$300 fine or three months in jail.

DRUGS AND NARCOTICS

In June 1972, Pennsylvania adopted the Uniform Controlled Substance, Drug, Device and Cosmetic Act. This act liberalized the Pennsylvania law in the field of drugs and narcotics and in many respects reduced the penalties for violations of the new law in this field. The new law has reduced many drug violations to the class of misdemeanor. One of the major exceptions is the distribution of the drugs by a person over 21 years of age to a person under 18 years of age, who is at least four years his junior. This violation is the most heavily punishable under the act.

The act provides that the possession of a small amount of marijuana only for personal use; or possession of a small amount with intent to distribute but not to sell; or the distribution of a small amount but not for sale, carries a maximum sentence of thirty (30) days and a maximum fine of \$500. A small amount is defined as thirty (30) grams of marijuana or less; or (8) grams of hashish.

Furthermore, the act provides that first offenders may receive probation without verdict and if the probation conditions are satisfactorily carried out the proceedings will be dismissed. Also, if this procedure is used, the record of arrest and prosecution will be erased from the record.

RETAIL THEFT (SHOPLIFTING)

Any person committing the first offense of retail theft when the value of the merchandise is less than \$100 is guilty of a summary offense. Maximum penalties: \$300 fine and/or 90 days in jail.

Upon conviction of a second offense when the value of the merchandise is less than \$100, the person shall be guilty of a misdemeanor of the second degree. Maximum penalties: \$5,000 and/or 2 years in jail.

Upon commission of third or any subsequent offense, regardless of the value of the merchandise, the person shall be guilty of a misdemeanor of the first degree. Maximum penalties: \$10,000 and/or 5 years in jail.

When the value of the merchandise shall be \$100 or more, any person who shall commit the offense of retail theft whether the same shall be a first or subsequent offense, shall be guilty of a misdemeanor of the first degree. Maximum penalties: \$10,000 and/or 5 years in jail.

In all cases involving conviction of retail theft, the defendant is required by law to be fingerprinted and those fingerprints are subsequently turned over to the Pennsylvania State Police.

E. TYPES OF PROSECUTION

Violations of laws and ordinances are prosecuted under three classifications:

SUMMARY OFFENSES

Nearly all Borough ordinances come under the Summary Offense Classification. Many can be cleared up within 48-hours by paying a fine and costs at the Municipal Building. Most moving vehicle violations and others not cleared in the 48-hour period are processed by a magistrate. State law requires him to add costs to the penalty and determines the size of the cost to be added.

Examples of summary offenses are most types of disorderly conduct, violations of the Motor Vehicle Code and first offenses of shoplifting.

MISDEMEANOR

The State Crimes Code provides for the three degrees of misdemeanors. The degree determines the maximum sentence and fine which may be imposed upon conviction and therefore, the seriousness of the crime. A defendant charged with a misdemeanor is afforded the same procedural safeguards as a defendant charged with a felony. The case will be heard by a magistrate at a preliminary hearing. If a prima facie case is shown by the Commonwealth then it will be sent for trial and will then be heard by a judge either with or without a jury at the option of the defendant.

Examples: Driving under the influence of alcohol, driving during suspension of operators license, furnishing liquor to a minor.

FELONY

Cases involving crimes of the most serious nature are denoted as felonies. There are three grades of felonies in Pennsylvania. The degree determines the maximum sentence and fine which may be imposed upon conviction. A defendant charged with a felony will have his/her case heard by a magistrate at a preliminary hearing, if a prima facie case is shown by the Commonwealth then the case is sent to trial and will be heard by a judge either with or without a jury at the option of the defendant.

Example: Murder, rape, arson, burglary, theft and forgery.

F. BAIL BOND PROGRAM

In order to help arrested IUP students post bond without delay the Student Government Association (SGA) with approval from the University Senate and the Council of Trustees, has deposited \$5,000 in a Bail Bond Account.

Indiana, Armstrong and Jefferson county judges have instructed their respective Magistrates to contact the following persons: Vice President for Student and University Affairs; Director, Housing and Residence Life; Director, Student Activities and Organizations; Executive Director, Student Cooperative Association whenever an IUP student is arraigned before them. Upon determining that the student is in good standing, the bond fund administrator may authorize release of the student. The bond is held by the Magistrate until the preliminary hearing (three to ten days later) at which time it will be returned. If a student is bound over for court he/she will have to post full bond at the time or be incarcerated.

Students needing legal advice may contact the Student Legal Services Attorney.

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